

**Miller, Katherine (DAT)**

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**From:** Ranon Ross  
**Sent:** Thursday, December 24, 2009 10:20 AM  
**To:** Sharon Owsley/DA/SFGOV; Katherine Miller  
**Subject:** Draft BOT Academy- Confidential  
**Attachments:** BOT Academy Outline DRAFT 2.doc

Hey,

Here is a copy of the BOT Academy in draft form. Please review and offer feedback, but do not share with anyone outside of us three. Thank you.

*(See attached file: BOT Academy Outline DRAFT 2.doc)*

Office of District Attorney, Kamala Harris

Ranon E. Ross, Sr.

850 Bryant Street, Rm 310

San Francisco, Ca. 94103

Email: [ranon.ross@sfgov.org](mailto:ranon.ross@sfgov.org)

415-553-1754- Office

415-553-9665- Direct

415-553-9700-Fax

415-756-1751- Cell

**Miller, Katherine (DAT)**

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**From:** Carlos Serrano-Quan  
**Sent:** Friday, December 18, 2009 10:45 AM  
**To:** Sharon Owsley; Ranon Ross; Katherine Miller  
**Cc:** Joanna Hernandez  
**Subject:** November 2009 Master List & BOT Report  
**Attachments:** BOT Monthly Report (November 2009).docx; November 2009 Master List.xlsx

Hi Everyone,

Happy Holidays! Attached are the November Master List and Report for your reference.

Please do not hesitate to contact me or Joanna with any questions or clarifications.

Have a wonderful weekend!

Carlos Serrano-Quan, M.S.W.

Director of Programs

Goodwill Industries of San Francisco, San Mateo and Marin Counties  
1663 Mission Street  
San Francisco, CA 94103  
(415) 575-2105  
<http://www.sfgoodwill.org>

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## Miller, Katherine (DAT)

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**From:** Joanna Hernandez  
**Sent:** Thursday, December 17, 2009 5:06 PM  
**To:** William Siffermann; Ernest Logoleo; Yoseñio Lewis; Jessica Hazard; jyanez@ifrsf.org; [REDACTED]@com; Vargas, Roberto; Ginale Garcia; [REDACTED]; Garry Bieringer; Steve Good; [REDACTED]; Aisha Bilal; Albert Felipe; Admin@homeysf.org; jose.sanchez@sfgov.org; [REDACTED]; Mauroff, David; Lauren Bell; Katherine Miller; David Campos; egarcia@ifrsf.org; Bevan.Dufty@sfgov.org; Camille Dawkins; Michael Correa; Patty Rosales; Chris Reyes; Criminal Justice and Re-entry; David Walker; Dalila Ahumada; [REDACTED]; [REDACTED] George Johnson; Jeff Schoenfeld; Julia Sabory; tfleming@kidsclub.org; Tracy Brown; Kimberly.Alvarenga@asm.ca.gov  
**Subject:** FW: RAMP flyer-- One Stop recruitment  
**Attachments:** RAMP SF Flyer 12.10.09.pdf

Joanna Hernandez

Back on Track ~ Criminal Justice Manager

Goodwill Industries of San Francisco, San Mateo and Marin Counties  
1663 Mission Street, Suite 460

San Francisco, CA 94103  
(415) 575-2190 Direct

(415) 575-4500 Main

(415) 575-4545 Fax

<http://www.sfgoodwill.org>

Email: [jhernandez@sfgoodwill.org](mailto:jhernandez@sfgoodwill.org)

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-----Original Message-----

From: Troy Henry  
Sent: Thursday, December 17, 2009 5:00 PM  
To: All Goodwill Staff  
Subject: FW: RAMP flyer-- One Stop recruitment

Hey,

All please post and pass out to all.....if possible, could store managers post this on our doors?

Thanks,

Troy A. Henry  
Director  
One Stop Center  
Goodwill Industries  
1500 Mission St.  
San Francisco, CA 94103  
Phone: (415) 575-2250  
Cell: (408) 623-7096  
thenry@sfgoodwill.org

-----Original Message-----

From: Marc Majors [mailto:Marc.Majors@sfgov.org]  
Sent: Thursday, December 17, 2009 3:40 PM  
To: Troy Henry; Patricia Borrego; James Whelly; Edwin Florentino; AlexNg@chinesenewcomers.org; moniquep@rubiconprograms.org; Cedric Jackson; Linda.Gomes@edd.ca.gov  
Subject: Fw: RAMP flyer-- One Stop recruitment

Hi All,

The SF RAMP program is recruiting for the next cycle, which will begin right after the new year. Below is a program flyer, please post in your One Stops. The program is funded with WIA youth dollars, however, if you have a client that has been determined WIA eligible for adult services and is interested in the program, please contact me to discuss how they may be co-enrolled. Please contact me with any questions.

Thanks.

Marc Majors  
Workforce Development Manager  
SF Mayor's Office of Economic and Workforce Development  
50 Van Ness Avenue  
San Francisco, CA 94102  
(415) 581-2314(Desk)  
(415) 581-2317 (Fax)

-.

(See attached file: RAMP SF Flyer 12.10.09.pdf)

Steven Currie  
Workforce Policy Analyst  
Office of Economic and Workforce Development,  
50 Van Ness Avenue  
San Francisco, CA 94102  
Phone: 415-581-2307  
FAX: 415-581-2317  
Email: steven.currie@sfgov.org

**Miller, Katherine (DAT)**

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**From:** Lauren Bell/DA/SFGOV  
**Sent:** Wednesday, December 16, 2009 4:59 PM  
**To:** Katherine Miller; Ranon Ross; [REDACTED]  
**Subject:** DPW Jobs and and Volunteer Opportunities

Hi All, I spoke with **Sandra Zuniga from DPW** this afternoon. I am going to schedule a meeting between our two departments to share updated information.

While DPW isn't currently in a position to hold positions for BOT or CRN youth and even though you guys may know Mark Roumbanis at DPW, it makes sense for us to sit back down together to discuss a stronger partnership and what it might look like...

At the very least, we could get on a list of forthcoming job opening possibilities...and Sandra runs tons of volunteer projects and could help Back on Trackers complete community service hours...

**Do you have Tuesday, January 5th 2009 at 10:30am here at HOJ available?**

Let me know if you want to invite anyone else to the meeting (Joanna? Thomas?)

Thanks,

LB

---

Lauren Bell, MPA  
Community Initiatives Director  
Office Of The District Attorney Kamala D. Harris  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
Ph: (415) 553-4919  
Fax: (415) 553-9700  
Email: lauren.bell@sfgov.org

---

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## Miller, Katherine (DAT)

---

**From:** Joanna Hernandez  
**Sent:** Tuesday, December 08, 2009 10:02 AM  
**To:** lauren.bell@sfgov.org; Katherine Miller; Ranon Ross; Sharon Owsley; DA Reentry  
**Subject:** FW: Grad. pics  
**Attachments:** photo.jpg

Check out the pic below

### *Joanna Hernandez*

Back on Track ~ Criminal Justice Manager  
*Goodwill Industries of San Francisco, San Mateo and Marin Counties*  
1663 Mission Street, Suite 460  
San Francisco, CA 94103  
(415) 575-2190 Direct  
(415) 575-4500 Main  
(415) 575-4545 Fax  
<http://www.sfgoodwill.org>  
Email: [jhernandez@sfgoodwill.org](mailto:jhernandez@sfgoodwill.org)

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---

**From:** Rosalinda De La Rosa  
**Sent:** Monday, December 07, 2009 4:18 PM  
**To:** Joanna Hernandez  
**Subject:** Grad. pics

---

**From:** Rosalinda De La Rosa [<mailto:rosysfc@yahoo.com>]  
**Sent:** Monday, December 07, 2009 3:12 PM  
**To:** Rosalinda De La Rosa  
**Subject:**

## Miller, Katherine (DAT)

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**From:** Erica Derryck/DA/SFGOV  
**Sent:** Friday, December 04, 2009 4:17 PM  
**To:** sara.rappaport@sfgov.org; lauren.bell@sfgov.org; katherine.miller@@sfgov.org  
**Subject:** Fw: Invitation to view SFGoodwill.org's Picasa Web Album - BOT Dec Graduation  
**Attachments:** picasaweblogo-en\_US.gif; email.jpg

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**From:** "SFGoodwill.org" [redacted]  
**Sent:** 12/05/2009 12:12 AM GMT  
**To:** Erica Derryck  
**Subject:** Invitation to view SFGoodwill.org's Picasa Web Album - BOT Dec Graduation

### You are invited to view SFGoodwill.org's photo album: [BOT Dec Graduation](#)



#### **BOT Dec Graduation**

Dec 2, 2009

by SFGoodwill.org

Some of these are fuzzy

[View Album](#)

[Play slideshow](#)

#### **Message from SFGoodwill.org:**

Hello,

Some of these are fuzzy.

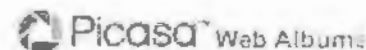
All the best,  
JLD

These pictures were sent with Picasa, from Google.  
Try it out here: <http://picasa.google.com/>

If you are having problems viewing this email, copy and paste the following into your browser:

---

To share your photos or receive notification when your friends share photos, [get your own free Picasa Web Albums account](#).



## Miller, Katherine (DAT)

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**From:** Joanna Hernandez  
**Sent:** Friday, December 04, 2009 3:23 PM  
**To:** Katherine Miller  
**Subject:** RE: Question re BOT invoice

It was for small meeting for clients. I can bill somewhere else if need be.

Joanna Hernandez

Back on Track ~ Criminal Justice Manager

Goodwill Industries of San Francisco, San Mateo and Marin Counties  
1663 Mission Street, Suite 460

San Francisco, CA 94103  
(415) 575-2190 Direct

(415) 575-4500 Main

(415) 575-4545 Fax

<http://www.sfgoodwill.org>

Email: [jhernandez@sfgoodwill.org](mailto:jhernandez@sfgoodwill.org)

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-----Original Message-----

**From:** Katherine Miller [<mailto:katherine.miller@sfgov.org>]  
**Sent:** Friday, December 04, 2009 12:12 PM  
**To:** Joanna Hernandez  
**Subject:** Question re BOT invoice

Hi Joanna,

I know that Carlos is away and I don't want to wait to pay Goodwill until

his return, so I am writing to you with a question about the invoice I just

received for the month of October. My question is: On 10/8/09 you guys spent \$96.28 on 5 box lunches from Jitters and Shakes. Can you send me information re: the meeting/event that these were for? It looks like you

were the one that approved it. Thanks!



Katy

Katherine Weinstein Miller  
San Francisco District Attorney's Office  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
P: (415) 553-1110  
F: (415) 553-9700

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by e-mail and delete the original message.

**Miller, Katherine (DAT)**

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**From:** Rey Salonga  
**Sent:** Tuesday, November 24, 2009 4:06 PM  
**To:** sdiaz@eliterepro.com  
**Cc:** Katherine Miller  
**Subject:** Fw: ESTIMATE - SFDA/Back on Track  
**Attachments:** SFDA\_FINALProgram Dec 2 09 Grad.pub

Simon,

Here's the final version of the program..

Thanks..

Rey Salonga  
San Francisco District Attorney's Office  
850 Bryant Street, Room 322  
Phone no. (415) 553-1024  
Fax no. (415) 553-9700

----- Forwarded by Rey Salonga/DA/SFGOV on 11/24/2009 04:03 PM -----

**Katherine  
Miller/DA/SFGOV**

ToRey Salonga/DA/SFGOV@SFGOV

11/24/2009 01:44  
PM

cc

.SubjectFw: ESTIMATE - SFDA/Back on Track

Hi Rey,

Thanks for explaining all of this to me. It looks like Lauren already had some contact with Simon at Elite (see below). In another email she told me that she wants 150 copies, black ink on ivory cardstock.

Here is the final version of the program, which is different than the one she previously emailed to Simon:

*(See attached file: SFDA\_FINALProgram Dec 2 09 Grad.pub)*

We will want to charge this to our new BOT earmark from BJA.

Thanks!

Katherine Weinstein Miller  
San Francisco District Attorney's Office  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
P: (415) 553-1110  
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----- Forwarded by Katherine Miller/DA/SFGOV on 11/24/2009 01:42 PM -----

**Lauren  
Bell/DA/SFGOV**

Tosdiaz@elitcrepro.com

11/23/2009 04:19  
PM

ccKatherine Miller/DA/SFGOV@SFGOV

SubjectFw: ESTIMATE - SFDA/Back on Track

hi simon, please email the program estimate to me AND katherine miller (cc:d above). I will be out tomorrow and kathy will get the approval to send the FINAL version of the program to you (please be sure to delete the previous version).

thanks so much for your help, lauren

p.s. have a safe and enjoyable thanksgiving holiday!

---

Lauren Bell, MPA  
Community Initiatives Director  
Office Of The District Attorney Kamala D. Harris  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
Ph: (415) 553-4919  
Fax: (415) 553-9700  
Email: lauren.bell@sfgov.org

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----- Forwarded by Lauren Bell/DA/SFGOV on 11/23/2009 04:17 PM -----

**Lauren  
Bell/DA/SFGOV**

Tosdiaz@elitcrepro.com

11/23/2009 01:30  
PM

cc

SubjectESTIMATE

[attachment "SFDA\_DRAFTProgram Dec 2 09 Grad.pub" deleted by Lauren Bell/DA/SFGOV]

Hi Simon,

Please provide an estimate for the attached program -

- 150 copies, black ink on ivory cardstock

Thanks!

LB

---

Lauren Bell, MPA  
Community Initiatives Director  
Office Of The District Attorney Kamala D. Harris  
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**Miller, Katherine (DAT)**

---

**From:** Carlos Serrano-Quan  
**Sent:** Monday, November 23, 2009 5:17 PM  
**To:** Katherine Miller  
**Subject:** CONFIDENTIAL Worksheets  
**Attachments:** Final PARTICIPANT WORKBOOK Year long.pdf; Case Conference Worksheet.pdf

Hi Katy,

Please keep this under wraps prior to presenting it officially, I like the format but may require tweaking. The participant workbook is something based on my think of how we can have something of substance to provide the participants and keep them focused on short and long-term goals.

Let me know what you think.

Carlos Serrano-Quan, M.S.W.

Director of Programs

Goodwill Industries of San Francisco, San Mateo and Marin Counties  
1663 Mission Street  
San Francisco, CA 94103  
(415) 575-2105  
<http://www.sfgoodwill.org>

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**Miller, Katherine (DAT)**

---

**From:** Ranon Ross  
**Sent:** Tuesday, November 17, 2009 12:09 PM  
**To:** Joanna Hernandez  
**Cc:** Carlos Serrano-Quan; Julia Orellana; Katherine Miller; Sharon Owsley  
**Subject:** RE: New CJS

ok, cool. Well at least we got one in the fold, good job!

Office of District Attorney, Kamala Harris  
Ranon E. Ross, Sr.  
850 Bryant Street, Rm 310  
San Francisco, Ca. 94103  
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415-553-1754- Office  
415-553-9665- Direct  
415-553-9700-Fax  
415-756-1751- Cell

**Miller, Katherine (DAT)**

---

**From:** Ranon Ross  
**Sent:** Thursday, November 12, 2009 4:37 PM  
**To:** JHernandez@sfgoodwill.org; csquan@sfgoodwill.org; Katherine Miller; Sharon Owsley/DA/SFGOV; Lauren Bell/DA/SFGOV  
**Subject:** Case Mgmt Training

Hi, Joanna

This correspondence is meant to solidify our conversation that we have agreed to postpone the BOT Case Management model training to Wednesday, January 6, 2010 so that it can include all current staff and the prospective new hires for the BOT program. Let's talk tomorrow to discuss the actual timeline of the training for the day, start time, duration, end time, location, etc. Thanks again for your support on this change.

Office of District Attorney, Kamala Harris  
Ranon E. Ross, Sr.  
850 Bryant Street, Rm 310  
San Francisco, Ca. 94103  
Email: ranon.ross@sfgov.org  
415-553-1754- Office  
415-553-9665- Direct  
415-553-9700-Fax  
415-756-1751- Cell

**Miller, Katherine (DAT)**

---

**From:** Joanna Hernandez  
**Sent:** Tuesday, November 10, 2009 3:26 PM  
**To:** Katherine Miller; Carlos Serrano-Quan  
**Subject:** FW: Paul Walker interview

***Joanna Hernandez***

Back on Track ~ Criminal Justice Manager  
Goodwill Industries of San Francisco, San Mateo and Marin Counties  
1663 Mission Street, Suite 460  
San Francisco, CA 94103  
(415) 575-2190 Direct  
(415) 575-4500 Main  
(415) 575-4545 Fax  
<http://www.sfgoodwill.org>  
Email: [jhernandez@sfgoodwill.org](mailto:jhernandez@sfgoodwill.org)

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**From:** paul walker [mailto: [REDACTED]]  
**Sent:** Tuesday, November 10, 2009 12:46 PM  
**To:** Joanna Hernandez  
**Subject:** Paul Walker interview

Dear Joanna Hernandez:

It was a pleasure to speak with you today about the Criminal Justice Specialist position at the Goodwill. The job seems to be an excellent match for my skills and interests. The creative approach of the Back on Track program as described in the interview confirmed my desire to work with you.

In addition to my enthusiasm, I will bring to the position strong writing skills, assertiveness, and the ability to encourage others to work cooperatively with the department.

I appreciate the time you took to interview me. I am very interested in working for you and look forward to hearing from you regarding this position.

Please contact me via email at [REDACTED] with any questions or concerns regarding the position.

Sincerely,

Paul Walker

---

Hotmail: Trusted email with powerful SPAM protection. [Sign up now.](#)



**Miller, Katherine (DAT)**

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**From:** Carlos Serrano-Quan  
**Sent:** Monday, November 09, 2009 12:49 PM  
**To:** Katherine Miller; Ranon Ross; Sharon Owsley  
**Cc:** Isabel Perez; Joanna Hernandez; Julia Orellana; Rosalinda De La Rosa; Sonia Worley; Tasheena Fullilove  
**Subject:** October 2009 Monthly Report  
**Attachments:** BOT Monthly Report (October 2009).doc; Copy of Master List October 09.xls

Hi All,

Attached please find the Back on Track Monthly Report for your reference. The highlight for October is we had no re-arrest/new charges.

If you have any questions, please do not hesitate to contact me.

Carlos Serrano-Quan, M.S.W.

Director of Programs

Goodwill Industries of San Francisco, San Mateo and Marin Counties  
1663 Mission Street  
San Francisco, CA 94103  
(415) 575-2105  
<http://www.sfgoodwill.org>

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**Miller, Katherine (DAT)**

---

**From:** Lauren Bell/DA/SFGOV  
**Sent:** Wednesday, November 04, 2009 4:07 PM  
**To:** Lenore Anderson; Katherine Miller; Ranon Ross  
**Subject:** BOT Graduation Invite  
**Attachments:** Back On Track Invitation\_Dec 2 09.doc

*(See attached file: Back On Track Invitation\_Dec 2 09.doc)*

**Please see attached Back on Track graduation mock up.**

They will be printed on ivory colored note cards - a fold over card.

Do you want the graduation to be from 5pm - 7pm OR 5:30pm - 7:30pm. I put 5 - 7pm.

Let me know asap if you want any changes.

thanks, lb

---

Lauren Bell, MPA  
Community Initiatives Director  
Office Of The District Attorney Kamala D. Harris  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
Ph: (415) 553-4919  
Fax: (415) 553-9700  
Email: lauren.bell@sfgov.org

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## Miller, Katherine (DAT)

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**From:** Yvette Robles  
**Sent:** Monday, November 02, 2009 4:14 PM  
**To:** katherine.miller@sfgov.org  
**Cc:** afelipe@newamericamedia.org; Norbi Gaerlan; Rafi Vizcarra; Ranon Ross; Lauren Bell  
**Subject:** Re: PNS BOT September and October 2009 Invoices  
**Attachments:** Albert Felipe - Sept and Oct 2009.pdf

Hello Katy,

Please find the invoices and the check stubs for Albert Felipe attached. If you have any further questions, please feel free to contact me.

Thank you,

Yvette

On Mon, Nov 2, 2009 at 12:12 PM, Albert Felipe <afelipe@newamericamedia.org> wrote:

> Hello Accounting team,  
> I've attached the revised invoices on the email. Would you please  
> review it and submit the supporting documents so that I can submit for payment?  
> (Sorry Katy, wrong attachment, please check it again)

>

>

> Thanks,

> Albert

> Albert Felipe - Back On Track Graduate Services Coordinator New

> America Media

> 275 Ninth St.

> San Francisco, CA 94103

> Phone: (415) 503-4170x405

> Fax: (415) 503-0970

> afelipe@newamericamedia.org

> www.newamericamedia.org

>

>

>

>

>

> Begin forwarded message:

>

> From: Katherine Miller <katherine.miller@sfgov.org>

> Date: November 2, 2009 11:30:48 AM PST

> To: Albert Felipe <afelipe@newamericamedia.org>

> Subject: Re: PNS BOT September and October 2009 Invoices Hi Albert, In

> column B of both docs it still says "actual salary paid in August" -

> that's the part that needs to be corrected.

> As for supporting documentation, we need the same kind of payroll

> documentation that Rafi has provided to Sheila in the past. Please

> check with him on this. Thanks!

>

> Katherine Weinstein Miller

> San Francisco District Attorney's Office

> 850 Bryant Street, Room 322

> San Francisco, CA 94103

> P: (415) 553-1110

> F: (415) 553-9700

>

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>

>

> Albert Felipe  
> <afelipe@newameri  
> camedia.org>

> To

> Katherine Miller  
> 11/02/2009 10:53 <katherine.miller@sfgov.org>  
> AM

> cc

> Rafi Vizcarra  
> <rvizcarra@newamericamedia.org>,  
> Yvette Robles  
> <yrobles@newamericamedia.org>,  
> Lauren Bell  
> <lauren.bell@sfgov.org>, Ranon

> Ross

> <ranon.ross@sfgov.org>, Norbi  
> Gaerlan  
> <ngaerlan@newamericamedia.org>

>

> Subject

> Re: PN5 BOT September and  
> October  
> 2009 Invoices

>

>

>

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>

>

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>

>

> Hi Katyl,

>  
> Sorry about the confusion. I just used the invoices from last month  
> and left in certain things I shouldn't have.  
>  
> 1) There are no supporting documents. (But I can get Accounting to get  
> those for you if need be)  
> 2) These invoices are for September and October. (I forgot to delete  
> the August column)  
>  
> I have attached revisions. Please let me know if these are ok.  
>  
> (See attached file: PNS BOT Invoices September 09.xls)(See attached file:  
> PNS BOT Invoices October 09.xls)

> Thanks,

> Albert

>  
>  
>  
>  
> Albert Felipe - Back On Track Graduate Services Coordinator New  
> America Media  
> 275 Ninth St.  
> San Francisco, CA 94103  
> Phone: (415) 503-4170x405  
> Fax: (415) 503-0970  
> afelipe@newamericamedia.org  
> www.newamericamedia.org

> On Nov 2, 2009, at 9:54 AM, Katherine Miller wrote:

>  
> Hi Albert,  
> I am sorry that I did not get back to you on this last week. I  
> have  
> a  
> couple of questions:  
>  
> 1. Is there supporting documentation for these? It's referred  
> to on  
> both  
> invoices but I don't see it in the email.  
> 2. It looks like both invoices are for your August salary - is  
> this  
> correct?  
>  
> Thanks,  
> Katy

>  
> Katherine Weinstein Miller  
> San Francisco District Attorney's Office  
> 850 Bryant Street, Room 322  
> San Francisco, CA 94103  
> P: (415) 553-1110  
> F: (415) 553-9700  
>  
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> immediately  
> by e-mail and delete the original message.  
>  
>  
>  
> Albert Felipe  
>  
> <afelipe@newameri  
>  
> camedia.org>  
> To  
> Katherine Miller  
>  
> 10/28/2009 04:50  
> <katherine.miller@sfgov.org>  
>  
> PM  
> cc  
> Ranon Ross <  
> ranon.ross@sfgov.org>,  
> Sheila Arcelona  
>  
>  
> <Sheila.Arcelona@sfgov.org>,  
> Rafi  
> Vizcarra  
>  
>  
> <rvizcarra@newamericamedia.org  
>  
> ,  
>  
> Yvette Robles  
>  
>  
> <yrobles@newamericamedia.org>,

[illegible]

>  
>  
>  
>

--

Yvette Robles  
Accounting  
New America Media  
275 9th Street  
San Francisco, CA 94103  
Ph) 415-503-4170  
Fx) 415-503-0970



**Miller, Katherine (DAT)**

---

**From:** Sharon Owsley/DA/SFGOV  
**Sent:** Wednesday, October 28, 2009 2:54 PM  
**To:** ray ross; Sharon Woo  
**Cc:** Katherine Miller; Lauren Bell/DA/SFGOV  
**Subject:** Joanna Hernandez

Hi Sharon,

I met with Joanna today re: yesterday's hearing. She is still quite stunned and understandably embarrassed at DeMaris' comment. For some reason J. McBride insisted on having the hearing before the calendar, so all the participants were in court.

I think we can turn this lemon into a lemonade. Like a "teachable moment" as they say in the White House

At the mandatory meeting we can review our guidelines and discuss what respectful behavior really means. (ghetto ass bitch definitely is a deal breaker!) And then open up the discussion on the word "ghetto". What does it mean, is the term an insult on its own? The manner in which DeMaris used the word essentially insulted everyone sitting in the courtroom who may come from struggling neighborhoods.

This could take the sting out of it for Joanna, in the same way we turn the tables on defense counsel in trial when they refer to us as the GOVERNMENT.

Sharon O

**Miller, Katherine (DAT)**

---

**From:** Lenore Anderson  
**Sent:** Monday, October 26, 2009 9:42 AM  
**To:** Katherine Miller  
**Subject:** it was supported by

California Narcotics Officer Association  
California Police Chiefs Association

Lenore Anderson  
Chief of Policy  
Office of San Francisco District Attorney Kamala D. Harris  
850 Bryant Street, Third Floor  
San Francisco, CA 94103  
[lenore.anderson@sfgov.org](mailto:lenore.anderson@sfgov.org)  
Tel: 415-553-1189  
Fax: 415- 553-9700

## **Miller, Katherine (DAT)**

---

**From:** jessica@votesethwilliams.com  
**Sent:** Tuesday, October 20, 2009 10:22 AM  
**To:** Katherine.Miller@sfgov.org  
**Cc:** [REDACTED]  
**Subject:** BOT call

Hi Katie,  
Again, Thank you for being so helpful with this process.

If we can find a time to talk this week that would be wonderful. My schedule is fairly open because I have blocked out the week to work on this proposal. So if we can talk Wednesday or Thursday anytime in the morning 9-12 that would be great. Otherwise next week is also fine, just let us know what is best on your end, we are happy to work around your schedule.

Below are the questions we are beginning to sort through. We don't need written answers to these - I know how time consuming that would be. However, if we could talk through these over the phone, or if you could send some information that would be tremendously helpful.

The number you called today is my cell and I am always available. Thank you!  
Jessica

### **Eligibility:**

- Statistics on population
- Nature of offense ('small quantities of narcotics')
- How was criteria determined? Limitations due to partnerships? Determination of where most needed/effective impact would be?
- What proportion of qualified offenders are you serving: If you are not serving the qualified offenders - if you are not serving the full population is it because of funding constraints or is it because of other reasons?
- How did you determine the age parameters?

### **Budget:**

- How was start-up phased?
- Do you have a detailed budget?
- How many people are on staff: How many are employees of DA's office?
- Where is \$ being funneled into? Where is funding coming from?
- Suggested Grant Streams for Seed Money?
- What reporting is done?

### **Where does BOT report?**

What other spaces are used outside of this space - i.e. apprenticeships, community service?  
Do you do drug treatment and therapy on-site or off-site? And what would you recommend for us?

### **Programing**

How has the program and services evolved - have you added or taken away parts of BOT since the start?  
Are there any plans to change BOT?  
If there is a mental illness issue: does this affect eligibility? Or does this foot the bill by way of Behavioral Health Services? Can you talk us through the process of how partnerships "foot the bill" of different parts of the program?  
-What Technology/Record keeping system is used to communicate across the board and to the court?  
-What's Court procedure: who comes to court - is it same ada and pd each time? Is it same coach - does career adviser and other mentors come to court?  
-How is childcare set up funded? Is that on-site?  
-Did you consider any other model than Deferred ADJ - such as a model similar to ARD that does not require a guilty plea?

-Would you suggest any other model for us to consider?

**Threshold questions:**

-How many offenders did you have in the first year? Second?

Jessica Cohen-Nowak  
Policy Director  
Campaign for Seth Williams  
Office of the District Attorney  
Two Logan Square (18th and Arch Street)  
12th Floor  
610 639 3357  
jessica@votesethwilliams.com

**Miller, Katherine (DAT)**

---

**From:** Lenore Anderson  
**Sent:** Wednesday, October 14, 2009 2:06 PM  
**To:** Lauren Bell/DA/SF GOV; Katherine Miller; Ranon Ross; Sharon Owsley/DA/SF GOV  
**Subject:** Fw: Governor Signs DA Harris-Sponsored "Back on Track" Reentry Legislation into Law: New Law Encourages CA Counties to Replicate San Francisco DA's Flagship Reentry Initiative

----- Forwarded by Lenore Anderson/DA/SF GOV on 10/14/2009 02:06 PM -----

**Erica**  
**Derryck/DA/SF GOV**      To: Brian Buckelew/DA/SF GOV@SF GOV  
  
10/14/2009 01:59 PM      cc

Subject: Governor Signs DA Harris-Sponsored "Back on Track" Reentry Legislation into Law: New Law Encourages CA Counties to Replicate San Francisco DA's Flagship Reentry Initiative

FOR IMMEDIATE RELEASE  
October 14, 2009

Contact:  
Erica Terry Derryck, DA Harris' Office, (415) 553-1167  
ADA Brian Buckelew, DA Harris' Office, (415) 553-1383

**Governor Signs DA Harris-Sponsored "Back on Track" Reentry Legislation into Law**  
*New Law Encourages CA Counties to Replicate San Francisco DA's Flagship Reentry Initiative*

SACRAMENTO – San Francisco District Attorney Kamala D. Harris announced today that Governor Schwarzenegger signed into law AB 750 – the Back on Track Reentry Act – a bill authored by Speaker of the Assembly Karen Bass and sponsored by DA Harris. The bill, supported by the California Narcotics Officers Association and the California Police Chiefs Association, gives counties a path to improve public safety and save money by reducing recidivism among nonviolent drug offenders.

The Back on Track Reentry Act authorizes counties to establish a deferred entry of judgment program modeled after DA Harris' successful Back on Track initiative in San Francisco. Back on Track combines accountability with opportunity to ensure that first-time nonviolent drug offenders are held responsible and become self-sufficient. In Back on Track, offenders plead guilty and commit to strict court supervision as they complete an intensive personal responsibility program. They are trained for a job, go back to school, get current with child support payments, enroll in parenting classes, and become positive contributors in their communities.

"With this bill now signed into law, counties throughout our state have a clear blueprint for breaking the cycle of crime. By holding drug offenders accountable and giving them a direct path to productivity, we can improve public safety and save taxpayer dollars," said DA Harris. "I

thank the Governor and Speaker Bass for their leadership and support in bringing the Back on Track initiative in San Francisco to the rest of the state as a model for reducing recidivism.”

Pioneered by DA Harris four years ago, Back on Track has shown impressive results. Less than 10 percent of Back on Track graduates have re-offended compared to a 54 percent average statewide recidivism rate for the same population of offenders. Back on Track has achieved this success at a fraction of the cost of traditional corrections approaches. Back on Track costs about \$5,000 annually per participant, compared to \$35,000 to \$50,000 for jail or prison. It has been selected as a national model by the National District Attorney's Association and held up as a model of an innovative and cost-effective criminal justice program by the United States Department of Justice. Back on Track demonstrates that preventing recidivism is both viable and an effective use of resources.

“I’m pleased this significant piece of legislation can now aid our state’s efforts to improve public safety and stop the revolving door of recidivism,” Speaker Bass said. “The Legislature and the bill’s sponsors put a lot of work into AB 750 to make sure it gives counties the smart solution set they need to better protect their neighborhoods.”

###

---

Erica Terry Derryck  
Director of Communications  
Office of District Attorney Kamala D. Harris  
850 Bryant Street, Third Floor  
San Francisco, CA 94103  
415-553-1167 phone  
415-740-5134 cell  
415-553-1737 fax  
erica.derryck@sfgov.org

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**Miller, Katherine (DAT)**

---

**From:** Ranon Ross  
**Sent:** Wednesday, October 14, 2009 10:48 AM  
**To:** Sharon Owsley/DA/SFGOV  
**Cc:** Katherine Miller; Lauren Bell/DA/SFGOV; Lenore Anderson; Sharon Woo  
**Subject:** Re: personal and confidential very rough idea for an informational brochure

Sharon,

This is a pretty good start looks good. information needs to be teased out a little more and make certain that it sends a message about sound policy from KDH and is aligned with other our other initiatives we have. But overall, very good start.

Office of District Attorney, Kamala Harris  
Ranon E. Ross, Sr.  
850 Bryant Street, Rm 310  
San Francisco, Ca. 94103  
Email: [ranon.ross@sfgov.org](mailto:ranon.ross@sfgov.org)  
415-553-1754- Office  
415-553-9665- Direct  
415-553-9700-Fax  
415-756-1751- Cell

## Miller, Katherine (DAT)

---

**From:** Carlos Serrano-Quan  
**Sent:** Tuesday, October 13, 2009 1:17 PM  
**To:** Katherine Miller  
**Subject:** RE: Need info for expanded BOT grant  
**Attachments:** Form SFEC 126 (9.21.2009).doc

How's this for ASAP

-----Original Message-----

From: Katherine Miller [mailto:katherine.miller@sfgov.org]  
Sent: Tuesday, October 13, 2009 10:56 AM  
To: Carlos Serrano-Quan  
Cc: Sheila Arcelona  
Subject: Need info for expanded BOT grant

Hi Carlos,  
We are going through the necessary city process to accept our BOT earmark (i.e. the Board of Supes needs to formally accept the grant). One required document is Ethics Commission form 126, which I have attached so you can see it. Specifically, we need you to provide the following info:

Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary.

We're trying to get this done as quickly as possible so we can increase your grant, so it would be great if you could provide this info quickly. Thanks!

(See attached file: Form SFEC-126 JOINT MYR and BOS.doc)

Katherine Weinstein Miller  
San Francisco District Attorney's Office  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
P: (415) 553-1110  
F: (415) 553-9700

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**Miller, Katherine (DAT)**

---

**From:** Sharon Owsley/DA/SFGOV  
**Sent:** Tuesday, October 13, 2009 10:47 AM  
**To:** Katherine Miller  
**Subject:** please see email below

Hi Kati,  
Can you tell me if this is info we disclose and if so, can Ranon provide to PD?

thanks  
sharon

----- Forwarded by Sharon Owsley/DA/SFGOV on 10/13/2009 10:46 AM -----

**Robert  
Dunlap/PUBDEF/SFGOV**

To: Sharon Owsley/DA/SFGOV@SFGOV

10/09/2009 02:44 PM

cc: Ranon Ross/DA/SFGOV@SFGOV

Subject

Re: thank you



Sharon,

It was my pleasure getting together and I will certainly try to attend the upcoming graduation.

We spoke afterward about some statistical measures and you indicated Ranon might have the answers. Ranon, I don't know how fond you are of e-mail but here are some questions I have, the answers to which would be extremely helpful in an upcoming meeting I have (Tuesday, 10/13):

- 1) How many people are in BOT right now? (I've heard estimates as low as 60 and as high as 87.)**
- 2) Of those, how many are Public Defender clients?**
- 3) What is the % of people that successfully complete BOT?**
- 4) Of those that fail, how many do so before the DEJ is entered? How many afterward?**
- 5) What is the recidivism rate for BOT graduates? (I've heard 10%.)**

Estimates are fine. Thanks in advance for any information you can provide.

Best,

Bob

 Sharon Owsley/DA/SFGOV

**Sharon  
Owsley/DA/SFGOV**

ToRobert Dunlap/PUBDEF/SFGOV@SFGOV

10/01/2009 03:11  
PM

ccRanon Ross/DA/SFGOV@SFGOV

Subjectthank you

Hello Bob,

It was so enjoyable to finally have a moment to talk. You have a demanding schedule and I appreciate your taking the time to discuss Back on Track.

It is important to the program's success to get a critical, unvarnished assessment of how Back on Track is meeting our participant's needs. You raised a number of issues I intend to pursue that will help us do just that.

I believe that this is a program that benefits the DA, the PD, defendants and the community. Let's continue this conversation in order to improve the effectiveness of our offices, improve services to the participants and hopefully streamline the court process (which would greatly please J. McBride).

Please mark November 5th on your calendar for our Back on Track graduation. It begins at 5:00pm in the jury assembly room, lower level of the Civic Center Courthouse.

I look forward to seeing you there.

Sharon

**Miller, Katherine (DAT)**

---

**From:** Ranon Ross  
**Sent:** Wednesday, September 23, 2009 1:03 PM  
**To:** Sharon Owsley/DA/SFGOV  
**Subject:** Re: [REDACTED]

Sharon , I do nto know what they are doing. I think Sonia may have some info today. I was just told that they met with [REDACTED] before court yesterday. I will make a point to come see you each morning to do a check in so that we are on the same page. Sorry, if I have been a little unfocused lately.

Office of District Attorney, Kamala Harris  
Ranon E. Ross, Sr.  
850 Bryant Street, Rm 310  
San Francisco, Ca. 94103  
Email: ranon.ross@sfgov.org  
415-553-1754- Office  
415-553-9665- Direct  
415-553-9700-Fax  
415-756-1751- Cell


## Miller, Katherine (DAT)

---

**From:** Ranon Ross  
**Sent:** Friday, September 18, 2009 11:58 AM  
**To:** Sharon Owsley/DA/SFGOV  
**Cc:** Katherine Miller  
**Subject:** Re: [REDACTED]

I have told him several times that we will not accept another referral for her. [REDACTED] attitude is terrible. he also want us to facilitate the release of her personal propety, but that should be done by the DA handling the case which was Angela Brown.

Office of District Attorney, Kamala Harris  
Ranon E. Ross, Sr.  
850 Bryant Street, Rm 310  
San Francisco, Ca. 94103  
Email: ranon.ross@sfgov.org  
415-553-1754- Office  
415-553-9665- Direct  
415-553-9700-Fax  
415-756-1751- Cell

 Sharon Owsley/DA/SFGOV

Sharon  
Owsley/DA/SFGOV

To: Katherine Miller/DA/SFGOV@SFGOV

09/17/2009 03:33  
PM

cc: Ranon Ross/DA/SFGOV@SFGOV

Subject: [REDACTED]

Hello Kati,

I spoke with Louis Katz about [REDACTED] and explained our inability to accept a 3rd referral to BOT.

Sharon O

**Miller, Katherine (DAT)**

---

**From:** Sharon Owsley/DA/SFGOV  
**Sent:** Thursday, September 17, 2009 3:33 PM  
**To:** Katherine Miller  
**Cc:** Ranon Ross  
**Subject:** [REDACTED]

Hello Kati,

I spoke with Louis Katz about [REDACTED] and explained our inability to accept a 3rd referral to BOT.

Sharon O

**Miller, Katherine (DAT)**

---

**From:** Eugene Clendinen  
**Sent:** Wednesday, September 16, 2009 5:04 PM  
**To:** [REDACTED]  
**Cc:** Katy Miller; Sheila Arcelona  
**Subject:** Re: PNS

No that's not how we were going to do this. We were going to use it as follows:

\$12,540 from SFF  
\$28,014.60 projected balance remaining in PNS encumbrance after CTO is paid

\$22,960.00 Accept & Expend in January

Eugene G. Clendinen  
Chief Financial Officer  
Office of District Attorney Kamala D. Harris  
850 Bryant Street, Rm 313  
San Francisco, CA 94103  
Phone: (415) 553-1895  
Fax: (415) 553-9700  
Eugene.Clendinen@sfgov.org

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[REDACTED]

[REDACTED]

09/16/2009 04:07 PM

Please respond to

[REDACTED]

To "Sheila Arcelona" <Sheila.Arcelona@sfgov.org>,  
"Eugene Clendinen" <eugene.clendinen@sfgov.org>

cc "Katy Miller" <katherine.miller@sfgov.org>

Subject: Re: PNS

Really? Wow that's great. And kind of weird.  
Sent via BlackBerry by AT&T

-----Original Message-----

From: Sheila Arcelona <Sheila.Arcelona@sfgov.org>

Date: Wed, 16 Sep 2009 15:46:07

To: Eugene Clendinen <Eugene.Clendinen@sfgov.org>

Cc: Katherine Miller<katherine.miller@sfgov.org>  
Subject: Re: PNS

OK. In that case we're only about \$500 short. Here's what I have:

\$12,540 from SFF  
\$22,492 in 040425  
\$28,014.60 projected balance remaining in PNS encumbrance after CTO is paid  
Total: \$63,046.60

Grant agreement is for \$63,514

Sheila Arcelona  
Finance & Administration  
San Francisco District Attorney's Office  
850 Bryant Street, Room 305  
San Francisco, CA 94103  
Desk: (415) 734-3018  
Fax: (415) 553-9700

Eugene  
Clendinen/DA/SFGO  
V

09/16/2009 02:28  
PM

Sheila Arcelona/DA/SFGOV@SFGOV

Katherine Miller/DA/SFGOV@SFGOV

PNS

To

cc

Subject

Sheila,

We are only going to encumber the balance of funds that's available in DARESF for the moment. When the 09 encumbrance is carried forward, we'll encumber what's left in that encumbrance for 10. Lastly, Katy will do another accept and expend in January 2010 for the balance of DARESF funds. That will fund the remaining portion of the agreement.

Eugene G. Clendinen  
Chief Financial Officer  
Office of District Attorney Kamala D. Harris  
850 Bryant Street, Rm 313  
San Francisco, CA 94103  
Phone: (415) 553-1895  
Fax: (415) 553-9700  
Eugene.Clendinen@sfgov.org

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**Miller, Katherine (DAT)**

---

**From:** Rafael Vizcarra  
**Sent:** Tuesday, September 15, 2009 5:10 PM  
**To:** Sheila Arcelona; Katherine Miller; Ranon Ross  
**Subject:** CTO invoice  
**Attachments:** PNS invoice for CTO 09-01-09.xls; 090915\_CTO-Stipend-Summary.pdf; CTO-Stipends\_09Jun29-Jul2.pdf; CTO-Stipends\_09Jul6-Jul9.pdf

Hi Sheila,

I tried to send the invoice and the supporting documentation all at the same and it would come back to me "undeliverable".

It might be to large to send all at one time so I am breaking up the documentation in 3 emails.

The attachments are: Invoice, Stipend Summary, and 10 stipend periods.

I hope this meets your requirements.

Please do give me a call or email me if you have any questions.

Thanks you so much,

Rafi Vizcarra  
Accounting/HR  
415-503-4170 off  
415-503-0970 fax

**Miller, Katherine (DAT)**

---

**From:** Lenore Anderson  
**Sent:** Tuesday, September 15, 2009 12:00 PM  
**To:** Ranon Ross; Sharon Owsley/DA/SFGOV; Lauren Bell/DA/SFGOV; Katherine Miller  
**Cc:** Connie Chan  
**Subject:** US DOJ releases Fact Sheet on BOT

See the following link: <http://www.ojp.gov/BJA/pdf/BackonTrackFS.pdf>

Yay!

Lenore Anderson  
Chief of Policy  
Office of San Francisco District Attorney Kamala D. Harris  
850 Bryant Street, Third Floor  
San Francisco, CA 94103  
[lenore.anderson@sfgov.org](mailto:lenore.anderson@sfgov.org)  
Tel: 415-553-1189  
Fax: 415- 553-9700

**Miller, Katherine (DAT)**

---

**From:** Lenore Anderson  
**Sent:** Thursday, September 10, 2009 3:24 PM  
**To:** Anh Castro/DA/SFGOV  
**Cc:** Katherine Miller  
**Subject:** Fw: Harder Report for KDH  
**Attachments:** Harder Final Report.doc; BoT Fact Sheet\_041009.pdf

Anh -- Can you print out the two attached docs for the DA with a note that says "per your request, from Katy Miller"

Lenore Anderson  
Chief of Policy  
Office of San Francisco District Attorney Kamala D. Harris  
850 Bryant Street, Third Floor  
San Francisco, CA 94103  
lenore.anderson@sfgov.org  
Tel: 415-553-1189  
Fax: 415- 553-9700

----- Forwarded by Lenore Anderson/DA/SFGOV on 09/10/2009 03:25 PM -----

<b>Katherine Miller/DA/SFGOV</b>	ToLenore Anderson/DA/SFGOV@SFGOV
09/09/2009 01:29 PM	ccLauren Bell/DA/SFGOV@SFGOV
SubjectHarder Report for KDH	

KDH asked for the Harder report when we met with her last week. Attached is the report, plus a brief summary that Harder also prepared.  
Do you want me to do a cover memo, or can the brief summary serve that purpose?

*(See attached file: Harder Final Report.doc)(See attached file: BoT Fact Sheet\_041009.pdf)*

Katherine Weinstein Miller  
San Francisco District Attorney's Office  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
P: (415) 553-1110  
F: (415) 553-9700

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**Miller, Katherine (DAT)**

---

**From:** Jorge Garcia  
**Sent:** Wednesday, September 09, 2009 12:27 PM  
**To:** Katherine Miller  
**Subject:** Re: Grant Agreement for Jorge's signature

Katey,

on page B-3, the very first item is dated 9/1/09-4/30/09 when it should read (according to Albert) 9/1/09-4/30/10. Rafi just caught it right now.

Jorge

On Tue, Sep 8, 2009 at 12:06 PM, Katherine Miller <[katherine.miller@sfgov.org](mailto:katherine.miller@sfgov.org)> wrote:

Hi Jorge and Albert,

Attached is the grant agreement for this year (Sept 1 - June 30) for Back on Track grad services. As we discussed last week, we can do a separate one next spring for CTO.

Jorge, please sign four copies of the agreement - you will need to sign in 2 places, on page 27 of the agreement document and then on page C-2. Albert, please return the docs to us as soon as they are ready (you can give to Ranon or bring to our office) so I can get it processed quickly on our end.

(See attached file: DraftGrantAgreement083109v2.doc)

Please don't hesitate to call/write with any questions.

Thanks,  
Katy

Katherine Weinstein Miller  
San Francisco District Attorney's Office  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
P: (415) 553-1110  
F: (415) 553-9700

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--

Jorge E. Garcia  
Youth Services Director  
Pacific News Service  
275 9th Street  
San Francisco, CA 94103  
415-503-4170 x 406 (p)  
415-503-0970 (f)

**Miller, Katherine (DAT)**

---

**From:** Sheila Arcelona  
**Sent:** Tuesday, September 08, 2009 1:40 PM  
**To:** Rafael Vizcarra  
**Cc:** Albert Felipe; Jorge Garcia; Katherine Miller  
**Subject:** updated insurance certificates

Hi Rafi,

We also need to receive updated insurance certificates for your agency, including the additional insured endorsement. Katy asked me to check our files, but we did not receive the automatic renewal as we should have. Thanks!

Sheila Arcelona  
Finance & Administration  
San Francisco District Attorney's Office  
850 Bryant Street, Room 305  
San Francisco, CA 94103  
Desk: (415) 734-3018  
Fax: (415) 553-9700

## Miller, Katherine (DAT)

---

**From:** Lackey, Chris@VCGCB  
**Sent:** Tuesday, September 08, 2009 10:32 AM  
**To:** Katherine Miller  
**Subject:** RE: SECOND REQUEST- BACK ON TRACK PROGRAM

Katherine - "Thank you" so much for responding and the information.

Chris lackey

-----Original Message-----

From: Katherine Miller [mailto:katherine.miller@sfgov.org]  
Sent: Tuesday, September 08, 2009 9:43 AM  
To: Lackey, Chris@VCGCB  
Subject: Fw: SECOND REQUEST- BACK ON TRACK PROGRAM

Dear Mr. Lackey,  
I followed up with our Back on Track staff regarding your question.  
Because successful Back on Track participants never get to sentencing on their offense, we do not have cases where they have restitution owed. Unsuccessful participants who are terminated from the program do go straight to sentencing, and if their sentence includes restitution then they are expected to pay those debts.

Please let me know if you have follow-up questions.  
Sincerely,

Katherine Weinstein Miller  
San Francisco District Attorney's Office  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
P: (415) 553-1110  
F: (415) 553-9700

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----- Forwarded by Robyn Burke/DA/SFGOV on 09/01/2009 04:53 PM -----

"Lackey,



Chris@VCGCB"

To <Chris.Lackey@vcg  
cb.ca.gov> <DistrictAttorney@Sfgov.org>

cc  
09/01/2009 04:35

PM  
Subject  
SECOND REQUEST- BACK ON TRACK  
PROGRAM

To Whom It May Concern:

I have not heard back from anyone yet on my question below. Please pass  
it  
along to someone who can respond.

Thank-You

Chris Lackey

From: Lackey, Chris@VCGCB  
Sent: Tuesday, August 25, 2009 10:29 AM  
To: 'DistrictAttorney@Sfgov.org'  
Subject: BACK ON TRACK PROGRAM

Hello - I have a question concerning the "Back on Track" program with  
regard to fines and orders owed by a defendant. Do the participating  
felons have to pay their Restitution debts or are those "expunged" with  
the

record of their offense?

Thank you for your assistance with this question.

Chris Lackey, Staff Services Manager  
Fiscal Services Division

Victims Compensation & Government Claims Board  
400 R Street, Sacramento, CA 95811  
Direct Number: (916) 491-3636  
[chris.lackey@vcgcb.ca.gov](mailto:chris.lackey@vcgcb.ca.gov)

**Miller, Katherine (DAT)**

---

**From:** Rafael Vizcarra  
**Sent:** Friday, September 04, 2009 2:00 PM  
**To:** Sheila Arcelona  
**Cc:** Albert Felipe; Jorge Garcia; Katherine Miller; Ranon Ross  
**Subject:** Re: Invoice for Back on track for period April thru August REVISED

Hi Sheila,

If you could give me a call or email me when the check is ready and Albert can pick it up.

Again, thanks so much for your kind help.

Rafi Vizcarra

On Fri, Sep 4, 2009 at 1:38 PM, Sheila Arcelona <[Sheila.Arcelona@sfgov.org](mailto:Sheila.Arcelona@sfgov.org)> wrote:  
Hi Rafi,

I wish that were possible to cut a check today, but it is not. The payments have to be processed through the City's accounting system. We have already submitted the payment requests into the system for checks to be generated. They can be generated over night and mailed to you, or we can ask them to hold the checks for pickup and hopefully they will be ready on Tuesday. We cannot guarantee it, since it is out of our hands.

Would you rather have them mailed or pick them up? Let me know, thanks.

Sheila Arcelona  
Finance & Administration  
San Francisco District Attorney's Office  
850 Bryant Street, Room 305  
San Francisco, CA 94103  
Desk: (415) 734-3018  
Fax: (415) 553-9700

Rafael Vizcarra  
<[rvizcarra@newamerica.org](mailto:rvizcarra@newamerica.org)>

To

Katherine Miller  
09/04/2009 12:59 PM <[katherine.miller@sfgov.org](mailto:katherine.miller@sfgov.org)>,  
Sheila Arcelona  
<[Sheila.Arcelona@sfgov.org](mailto:Sheila.Arcelona@sfgov.org)>, Ranon  
Ross <[ranon.ross@sfgov.org](mailto:ranon.ross@sfgov.org)>

cc

Albert Felipe  
<[afelipc@newamericamedia.org](mailto:afelipc@newamericamedia.org)>,  
Jorge Garcia  
<[jgarcia@newamericamedia.org](mailto:jgarcia@newamericamedia.org)>,  
Noureddine Amari  
<[namari@newamericamedia.org](mailto:namari@newamericamedia.org)>,  
Norbie Gaerlan  
<[ngaerlan@newamericamedia.org](mailto:ngaerlan@newamericamedia.org)>

Subject

Re: Invoice for Back on track for  
period April thru August REVISED

Hi Sheila,

I was wondering if I could ask you a favor.

Would it be possible to get the check from you this afternoon. We are short in our payroll.

If not, Tuesday would be OK.

Thanks so much for your kind consideration.

Rafi Vizcarra

On Thu, Sep 3, 2009 at 4:51 PM, Katherine Miller <[katherinc.miller@sfgov.org](mailto:katherinc.miller@sfgov.org)> wrote:

Thanks Albert and Rafi, I signed off on the docs and Sheila is processing them.

Katherine Weinstein Miller  
San Francisco District Attorney's Office  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
P: (415) 553-1110  
F: (415) 553-9700

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communication and as such privileged and confidential. If you are not an intended recipient, you may not review, copy or distribute this message.

If

you have received this communication in error, please notify us immediately

by e-mail and delete the original message. Albert

Felipe <afelipe@newameri camedia.org

>

To Sheila Arcelona

09/03/2009 03:44 <Sheila.Arcelona@sfgov.org>, Rafi

PM Vizcarra <

rvizcarra@newamericamedia.org

>

cc

Jorge Garcia <

jgarcia@newamericamedia.org>,

Katherine Miller <

katherine.miller@sfgov.org>, Ranon

Ross <ranon.ross@sfgov.org>, Sandy

Close <sclose@newamericamedia.org>,

Noureddine Amari <

namari@newamericamedia.org

>

Subject Re: Invoice for Back on  
track for period April thru August  
REVISED

Document attached REVISED(See attached file: PNS Back on track Invoices  
April 09 to August 09.xls)

Albert Felipe - Back On Track Graduate Services Coordinator

New America Media

275 Ninth St.

San Francisco, CA 94103

Phone: (415) 503-4170x405

Fax: (415) 503-0970

[afelipe@newamericamedia.org](mailto:afelipe@newamericamedia.org)

[www.newamericamedia.org](http://www.newamericamedia.org)

On Sep 3, 2009, at 3:24 PM, Sheila Arcelona wrote: Hi Rafi, These  
look good except that June, July, August all have May on the top,  
can you revise? Thanks. Sheila Arcelona Finance &  
Administration San Francisco District Attorney's Office 850  
Bryant Street, Room 305 San Francisco, CA 94103 Desk: (415)  
734-3018 Fax: (415) 553-9700 Rafael  
Vizcarra <rvizcarra@newame ricamedia.org>

> To  
Sheila.arcelona@sfgov.org, 09/03/2009 03:17  
katherine.miller@sfgov.org, PM  
ranon.ross@sfgov.org

cc Albert  
Felipe <  
afelipe@newamericamedia.org>

>, Jorge  
Garcia <  
jgarcia@newamericamedia.org>

>, Sandy  
Close <  
sclose@newamericamedia.org>

>, Noureddine  
Amari <  
namari@newamericamedia.org>

> Subject Invoice for Back  
on track for period April thru  
August Hi Sheila, Here's the revised invoice for Back on Track  
from April thru August 2009. I sent it as an E-invoice. I hope  
this meets your approval. I have also attached the supporting  
documentation. If you want the invoices in hard copies, I can deliver  
it there right away. The total amount of the BOT invoices from  
April thru August is \$25,477.00 Please do not hesitate to email  
me or give me a call if you have any questions. Thanks so much  
for your consideration. Rafi Vizcarra Accounting  
Manager 415-503-4170 off 415-503-0970 fax (See attached  
file: PNS Back on track Invoices April 09 to August 09.xls) (See  
attached file: BTO Coordinator Salaries  
09-01-09.pdf)(See attached file: BOT Emergency Fund  
09-01-09.pdf)<PNS Back on track Invoices April 09 to August  
09.xls><BTO Coordinator Salaries 09-01-09.pdf><BOT Emergency Fund  
09-01-09.pdf>

**Miller, Katherine (DAT)**

---

**From:** Ranon Ross  
**Sent:** Thursday, September 03, 2009 3:47 PM  
**To:** Katherine Miller; Sharon Owsley/DA/SFGOV  
**Subject:** Re: Termination Report Template - TIME SENSITIVE  
**Attachments:** [REDACTED] termination grid.xls [REDACTED] termination report.doc; [REDACTED] termination grid.doc; [REDACTED] Grid - [REDACTED].doc; [REDACTED] termination\_term Grid.doc

What I have listed is merely suggestions, I think we should leave that section blank so that we can customize the reason for termination. IF, not then we will be listing a lot of reasons. The info currently filled in is just filler for the template viewing. Ordinarily the template will be blank and each person would fill in the appropriate info. (See attached file: [REDACTED].doc)(See attached file: [REDACTED] termination grid.doc)(See attached file: [REDACTED] termination report.doc)(See attached file: [REDACTED] termination grid.xls)(See attached file: [REDACTED] termination\_term Grid.doc)

Office of District Attorney, Kamala Harris  
Ranon E. Ross, Sr.  
850 Bryant Street, Rm 310  
San Francisco, Ca. 94103  
Email: ranon.ross@sfgov.org  
415-553-1754- Office  
415-553-9665- Direct  
415-553-9700-Fax  
415-756-1751- Cell

**Miller, Katherine (DAT)**

---

**From:** Albert Felipe  
**Sent:** Thursday, September 03, 2009 3:43 PM  
**To:** Sheila Arcelona; Rafi Vizcarra  
**Cc:** Jorge Garcia; Katherine Miller; Ranon Ross; Sandy Close; Noureddine Amari  
**Subject:** Re: Invoice for Back on track for period April thru August REVISED  
**Attachments:** PNS Back on track Invoices April 09 to August 09.xls; ATT00739.htm

Document attached REVISED



**Miller, Katherine (DAT)**

---

**From:** Katherine Miller  
**Sent:** Wednesday, September 02, 2009 12:37 PM  
**To:** lenore.anderson@sfgov.org  
**Cc:** Katherine Miller  
**Subject:** BOT Cost Per Participant - For Your Review  
**Attachments:** BOT Participant Cost Calculation090209.xls

Lenore,

I developed the attached spreadsheet to respond to Tim's questions about cost per participant. It came out lower than expected. Please review and we can discuss how to share this info. Thanks.

**Miller, Katherine (DAT)**

---

**From:** Robyn Burke  
**Sent:** Tuesday, September 01, 2009 4:53 PM  
**To:** Katherine Miller  
**Subject:** Fw: SECOND REQUEST- BACK ON TRACK PROGRAM

Hi Katy,

Please see below re: BOT program and fines owed by a participant.

---

Robyn Burke  
Confidential Assistant to  
Kamala D. Harris, District Attorney  
City and County of San Francisco  
850 Bryant Street, Third Floor  
San Francisco, CA 94103  
Tel: (415) 553-1742

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----- Forwarded by Robyn Burke/DA/SFGOV on 09/01/2009 04:53 PM -----

"Lackey, Chris@VCGCB"

<Chris.Lackey@vcgcb.ca.gov>

To:<DistrictAttorney@Sfgov.org>

09/01/2009 04:35 PM

cc

Subject:SECOND REQUEST- BACK ON TRACK  
PROGRAM

To Whom It May Concern:

I have not heard back from anyone yet on my question below. Please pass it along to someone who can respond.

Thank-You

Chris Lackey

---

**From:** Lackey, Chris@VCGCB  
**Sent:** Tuesday, August 25, 2009 10:29 AM

**To:** 'DistrictAttorney@Sfgov.org'  
**Subject:** BACK ON TRACK PROGRAM

Hello – I have a question concerning the “Back on Track” program with regard to fines and orders owed by a defendant. Do the participating felons have to pay their Restitution debts or are those “expunged” with the record of their offense?

Thank you for your assistance with this question.

*Chris Lackey*, Staff Services Manager  
Fiscal Services Division

Victims Compensation & Government Claims Board  
400 R Street, Sacramento, CA 95811  
Direct Number: (916) 491-3636  
chris.lackey@vcgcb.ca.gov

**Miller, Katherine (DAT)**

---

**From:** Sharon Woo  
**Sent:** Monday, August 17, 2009 3:11 PM  
**To:** Simin Shamji  
**Cc:** Sharon Owsley/DA/SFGOV; Ranon Ross  
**Subject:** Back on Track terminations

Simin-

I wanted to communicate with you some Back on Track termination issues.

Recently (about a year now I guess), the Public Defender has been staffing the BOT court in D-206 on Tuesday afternoon. During those court appearances, out of compliance BOT participants have been terminated. They were represented by the calendar public defender. When the defendant is returned to the originating department for sentencing - the assigned public defender attempts to revisit the termination and sets the case for termination hearing indicating that the calendar public defender could not adequately represent their client. These hearings are set before Judge McBride who oversees BOT at the Civic Center. The Court has expressed concern that there are two separate termination hearings. I am also concerned since the calendar deputy in other courts, namely Drug Court and Prop 36, handle terminations in their respective departments.

In the future, if a BOT participant is non-compliant and the recommendation is for termination, Sharon Owsley will be informed of this at case conferencing. Case conferencing occurs on the Wednesday before the BOT participants' Tuesday court appearance. Sharon Owsley will email both the calendar public defender (currently Demarris Evans) as well as the public defender of record that termination is being recommended for the participant's next court appearance. Ms. Owsley will also email a copy of the progress report which details the reasons for termination.

At this court appearance, either the calendar public defender or the assigned public defender (if they chose) can appear to argue against termination. This is the opportunity to contest any termination issues. If a participant is terminated, there will be no additional hearing.

I would appreciate it if you would inform your colleagues of this process.

Thanks.

Sharon

Sharon Woo  
Assistant District Attorney  
850 Bryant Street, Rm 322  
San Francisco, CA 94103  
(415) 553-1368  
FAX: (415) 575-8815

The information contained in this electronic message may be confidential and may be subject to the attorney-client privilege and/or the attorney work product doctrine. It is intended only for the use of the individual or entity to whom it is addressed. If you are not the intended recipient, you are hereby notified that any use, dissemination or copying of this communication is strictly prohibited. If you have received this electronic message in error, please delete the original message from your e-mail system. Thank you.

## Miller, Katherine (DAT)

---

**From:** Katherine Feinstein  
**Sent:** Thursday, August 13, 2009 7:44 PM  
**To:** Katherine Miller  
**Subject:** RE: Amended Version of BOT Document

Dear Katy,

I don't know how good I am as the Back on Track judge, but I very much enjoy doing it. I have approached Judge McBride about being the regularly-assigned judge; I even tried today after our meeting. And, I correctly predicted that he doesn't want to give it up. I think that is actually a good thing. I will remain a willing substitute.

I hope to see more of you in the future!

Best,  
Katherine

-----Original Message-----

From: Katherine Miller [<mailto:katherine.miller@sfgov.org>]  
Sent: Thu 8/13/2009 5:28 PM  
To: Katherine Feinstein  
Subject: RE: Amended Version of BOT Document

You are too kind! Right back at you - I have heard from Sharon and Ranon that you have brought the perfect blend of qualities to Back on Track Court. I hope we will get to see more of you.

Best,  
Katy

Katherine Weinstein Miller  
San Francisco District Attorney's Office  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
P: (415) 553-1110  
F: (415) 553-9700

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"Katherine  
Feinstein"  
<kfeinstein@sftc.  
org> To  
"Katherine Miller"  
<katherine.miller@sfgov.org>  
08/13/2009 04:10 cc  
PM  
Subject  
RE: Amended Version of BOT Document

Dear Katy,

All I can say is that the DA's Office is lucky to have you! If anyone can keep this stuff on track, it is you. I think it is tremendously important that you bring a diversity of experience to the table. As we both know, little in life is black and white; there are many shades of gray.

And, by the way, you look terrific. I am glad everything is going so well for you.

I will pass this along to Judge McBride. I think it will all get smoothed over.

All my best,  
Katherine

-----Original Message-----

From: Katherine Miller [<mailto:katherine.miller@sfgov.org>]

Sent: Thursday, August 13, 2009 3:25 PM

To: Katherine Feinstein

Subject: Amended Version of BOT Document

Judge Feinstein,

It was very nice to speak with you today - and I realized after our meeting that I never explained my role with regard to Back on Track. I am the Directing Attorney of Reentry in the DA's Office now, so I oversee the programmatic aspects of Back on Track and other reentry-related programs and policies for the office. I was glad to have the opportunity to crash today's meeting and appreciate the time you gave us.

Attached is an improved version of the document that we brought for you today. Please feel to share this with Judge McBride.

(See attached file: BOTCourtOverview081309.doc)

Best,  
Katy

Katherine Weinstein Miller  
San Francisco District Attorney's Office 850 Bryant Street, Room 322 San Francisco, CA 94103  
P: (415) 553-1110  
F: (415) 553-9700

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immediately by e-mail and delete the original message.

## Miller, Katherine (DAT)

---

**From:** Katherine Feinstein  
**Sent:** Thursday, August 13, 2009 4:09 PM  
**To:** Katherine Miller  
**Subject:** RE: Amended Version of BOT Document

Dear Katy,

All I can say is that the DA's Office is lucky to have you! If anyone can keep this stuff on track, it is you. I think it is tremendously important that you bring a diversity of experience to the table. As we both know, little in life is black and white; there are many shades of gray.

And, by the way, you look terrific. I am glad everything is going so well for you.

I will pass this along to Judge McBride. I think it will all get smoothed over.

All my best,  
Katherine

-----Original Message-----

From: Katherine Miller [mailto:katherine.miller@sfgov.org]  
Sent: Thursday, August 13, 2009 3:25 PM  
To: Katherine Feinstein  
Subject: Amended Version of BOT Document

Judge Feinstein,

It was very nice to speak with you today - and I realized after our meeting that I never explained my role with regard to Back on Track. I am the Directing Attorney of Reentry in the DA's Office now, so I oversee the programmatic aspects of Back on Track and other reentry-related programs and policies for the office. I was glad to have the opportunity to crash today's meeting and appreciate the time you gave us.

Attached is an improved version of the document that we brought for you today. Please feel to share this with Judge McBride.

(See attached file: BOTCourtOverview081309.doc)

Best,  
Katy

Katherine Weinstein Miller  
San Francisco District Attorney's Office 850 Bryant Street, Room 322 San  
Francisco, CA 94103  
P: (415) 553-1110



F: (415) 553-9700

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## Miller, Katherine (DAT)

---

**From:** Carlos Serrano-Quan  
**Sent:** Monday, August 10, 2009 12:45 PM  
**To:** Sharon Owsley; Ranon Ross/DA/SFGOV; Katherine Miller  
**Cc:** Isabel Perez; Joanna Hernandez; Julia Orellana; Rosalinda De La Rosa; Sonia Worley; Tasheena Fullilove  
**Subject:** BOT July 2009 Outcomes  
**Attachments:** BOT Monthly Report (July 2009).doc; Master List July 2009.xls

Hi Team,

Attached is the July 2009 Report and Master List. Please do not hesitate to contact me if you have any further questions or comments on these reports.

Thank you,

Carlos Serrano-Quan

Director of Criminal Justice & Community Reentry

Goodwill Industries of San Francisco, San Mateo and Marin Counties  
1663 Mission Street  
San Francisco, CA 94103  
(415) 575-2105  
<http://www.sfgoodwill.org>

*We create solutions to poverty through the businesses we operate.*

## Miller, Katherine (DAT)

---

**From:** ray ross  
**Sent:** Friday, August 07, 2009 4:25 PM  
**To:** ehirsch@sfgoodwill.org; joanna hernandez; Katherine Miller; ranon.ross@sfgov.org; Sharon Owsley; Carlos Serrano-Quan; Lauren Bell  
**Subject:** CJ Position

Hello, All

First of all, we would like to say, "Thank You" to Goodwill for honoring our request to extend the hiring process. As a result of the extension, we received almost ten applications three of which were invited for an interview. Out of the three people we interviewed, only 1 person, [REDACTED] was invited back for a 2nd interview.

I am happy to report that we have completed the interview process for the current criminal justice specialists position. This process has produced three candidates 1) [REDACTED] (BOT alumni) 2) [REDACTED] 3) [REDACTED], who all have very unique qualities and strengths. As we stated before, our office feels very strongly that the person we hire for this position should best represent the job description posted in terms of education, skills and experience working with an adult population that has interacted with the adult criminal justice system. Our office feels that [REDACTED] best resembles the CJS job description posting and has the right balance of education, skills, and experience necessary to be an effective case manager in the Back on Track program. Her work experience as a employment specialists is a major bonus for BOT and is closely aligned with the DA's vision for BOT to be a high quality Workforce Development program.

It is our hope that Goodwill will strongly consider our recommendation of hiring [REDACTED] when making its final decision on which candidate presents the best opportunity to be most successful.

I want to thank Goodwill Staff -Joanna, Carlos and Erin for your patience and understanding in this process. We clearly are on our way to strengthening our partnership and this process is evidence of all our efforts.

Best regards,

Ranon Ross

## Miller, Katherine (DAT)

---

**From:** Lauren Bell/DA/SFGOV  
**Sent:** Wednesday, August 05, 2009 11:37 AM  
**To:** katherine.miller@sfgov.org; lenore.anderson@sfgov.org  
**Subject:** Next Steps - Center for Employment Opportunities/NYC  
**Attachments:** SAMPLE BUSINESS PLAN DASHBOARDS.doc;  
MEMO\_CEO\_BackonTrack\_ReplicationandTA.doc

Hi Katy and Lenore,

Please see attached memo re: my call with CEO re BOT programmatic TA and Replication assistance. Also attached are sample screen shots of CEO's web based "programmatic dashboard indicators."

Set up another phone call? Just you two?

Thanks,

lb

---

Lauren Bell, MPA  
Community Initiatives Director  
415-553-4919  
[lauren.bell@sfgov.org](mailto:lauren.bell@sfgov.org)

-----Forwarded by Lauren Bell/DA/SFGOV on 08/05/2009 10:15AM -----

To: Lauren Bell <[Lauren.Bell@sfgov.org](mailto:Lauren.Bell@sfgov.org)>  
From: Sam Schaeffer <[sschaeffer@ceoworks.org](mailto:sschaeffer@ceoworks.org)>  
Date: 07/27/2009 02:30PM  
Subject: Re: San Francisco DA's Office - Back on Track - Technical Assistance and Consulting

Lauren,

It was a pleasure speaking with you today.

I wanted to show you a sample of what we have built on Salesforce.com -- this is but a small number of the dashboards and tracking devices we have developed.

Look forward to hearing from you.

Sam

On Mon, Jul 27, 2009 at 3:48 PM, Sam Schaeffer <[sschaeffer@ceoworks.org](mailto:sschaeffer@ceoworks.org)> wrote:  
212 422 4430 x259

On Mon, Jul 27, 2009 at 3:46 PM, Lauren Bell <[Lauren.Bell@sfgov.org](mailto:Lauren.Bell@sfgov.org)> wrote:  
hi sam, yes we are on. is there a direct line on which to contact you?

thanks,

Steven

**Miller, Katherine (DAT)**

---

**From:** Herbert Lee  
**Sent:** Monday, August 03, 2009 4:48 PM  
**To:** Sheila Arcelona; Carlos Serrano-Quan  
**Cc:** Katherine Miller  
**Subject:** RE: Goodwill's Budget

Hi Sheila,

Sorry for the delay. Goodwill invoices to DA office for April 09 is \$18,639.38, May 09 bill is \$9,265.46 and Jun 09 amount is \$10,881.60.

All bills will be mailed out to Kathy's attention tomorrow as she is now our contract manager.

I will continue to bill for July and August on pro-rate budget as this program is being extended for 2 more months.  
Thanks!

Herbert Lee  
Grant Accountant  
Goodwill Industries of S. F.  
Tel: 415-575-2107

-----Original Message-----

From: Sheila Arcelona [mailto:Sheila.Arcelona@sfgov.org]  
Sent: Tuesday, June 30, 2009 4:46 PM  
To: Carlos Serrano-Quan  
Cc: Herbert Lee; Katherine Miller  
Subject: Re: Goodwill's Budget

Please give us an estimate of your grant balance after June 30, 2009.

We

have not booked in April, May or June, so we can't see how much you have left.

Sheila Arcelona  
Finance & Administration  
San Francisco District Attorney's Office  
850 Bryant Street, Room 305  
San Francisco, CA 94103  
Desk: (415) 734-3018  
Fax: (415) 553-9700

"Carlos

Serrano-Quan"

<csquan@sfgoodwil

To

l.org>

"Katherine Miller"

<katherine.miller@sfgov.org>

06/30/2009 04:42

cc

PM "Sheila Arcelona"

<Sheila.Arcelona@sfgov.org>,

"Herbert Lee"

<hlee@sfgoodwill.org>

Subject

Goodwill's Budget

Hi Katy,

We may need to be sure, but Goodwill's budget parallels the fiscal year and ends June 30, 2009. It does not appear we have a substantial balance remaining for July and August of 2009.

-----Original Message-----

From: Katherine Miller [mailto:katherine.miller@sfgov.org]

Sent: Tuesday, June 30, 2009 4:08 PM

To: Carlos Serrano-Quan

Cc: Sheila Arcelona

Subject: Re: Grant Plan

Hi Carlos,

No, I don't think you should be pro-rating. My understanding is that you should be spending the grant budget in accordance with the grant period, which means there should still be a balance remaining on the grant for you to continue billing against.

Sheila - is my response correct?

Katherine Weinstein Miller

San Francisco District Attorney's Office  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
P: (415) 553-1110  
F: (415) 553-9700

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If you have received this communication in error, please notify us immediately by e-mail and delete the original message.

"Carlos  
Serrano-Quan"  
<csquan@sfgoodwill.org>  
"Katherine Miller"  
<katherine.miller@sfgov.org>  
06/30/2009 03:48  
PM  
"Herbert Lee"  
<hlee@sfgoodwill.org>  
Subject  
Grant Plan

Hi Katy,



Does this mean for July and August, we can continue to invoice the DA's office for the same pro-rated amount per FY0809's budget?

We don't currently have a FY0910 budget approved.

Let me know how we should proceed.

Thanks,

Carlos Serrano-Quan  
Director of Criminal Justice & Community Reentry Goodwill Industries of San Francisco, San Mateo and Marin Counties  
1663 Mission Street  
San Francisco, CA 94103  
(415) 575-2105  
<http://www.sfgoodwill.org>

We create solutions to poverty through the businesses we operate.

**Miller, Katherine (DAT)**

---

**From:** Lauren Bell/DA/SFGOV  
**Sent:** Monday, August 03, 2009 12:59 PM  
**To:** katherine.miller@sfgov.org  
**Subject:** Fw: BOT June and July Invoice 2009  
**Attachments:** BOT-CTO Invoice June 09.xls; BOT-CTO Invoice July 09.xls

---

Lauren Bell, MPA  
Criminal Justice Program Director  
Mayor's Office of Community Investment  
1 South Van Ness, Fifth Floor  
San Francisco, CA 94103  
Ph: (415) 701-5573  
Fax: (415) 701-5501  
Email: [lauren.bell@sfgov.org](mailto:lauren.bell@sfgov.org)

-----Forwarded by Lauren Bell/DA/SFGOV on 08/03/2009 01:00PM -----

To: Lauren Bell <[lauren.bell@sfgov.org](mailto:lauren.bell@sfgov.org)>  
From: Albert Felipe <[afelipe@newamericamedia.org](mailto:afelipe@newamericamedia.org)>  
Date: 08/03/2009 11:10AM  
Subject: BOT June and July Invoice 2009

Hi Lauren,

Attached you will find the invoices for BOT GS June and July 2009. I don't know if Ronda had received our invoice for June 2009 (or if I had sent it). If you have any questions, please give me a call or email me.

Also, Do you have an electronic copy of last years CTO Graduation pamphlet. If you do, would you send me a copy when you can.

Thanks,

Albert

*Albert Felipe - Back On Track Graduate Services Coordinator*  
*New America Media*  
*275 Ninth St.*  
*San Francisco, CA 94103*  
*Phone: (415) 503-4170x405*  
*Fax: (415) 503-0970*  
*[afelipe@newamericamedia.org](mailto:afelipe@newamericamedia.org)*  
*[www.newamericamedia.org](http://www.newamericamedia.org)*

**Miller, Katherine (DAT)**

---

**From:** Sharon Owsley  
**Sent:** Friday, July 31, 2009 3:37 PM  
**To:** sharon.woo@sfgov.org; katherine.miller@sfgov.org  
**Subject:** notes from offsite bot meeting  
**Attachments:** notes during off site meeeting bot.doc

Hi Katy

These are the notes that Kai jotted down during the meeting. Other notes were taken at the bottom of the power point. I don't know if I can access those, but will try.

Sharon O

## Miller, Katherine (DAT)

---

**From:** Isabel Perez  
**Sent:** Thursday, July 30, 2009 1:24 PM  
**To:** Joanna Hernandez; Albert Felipe; Admin@homeysf.org; Roberto Vargas; Camille Dawkins; Dalila Ahumada; Dvorak-Ewell, Khary; George Johnson; [REDACTED]; [REDACTED] Julia Sabory; Jesse Edwards; Jackie Marania; Katherine Miller; Lenore Anderson; Lateefah Simon; Lauren Bell; Marlene Sanchez; Ranon Ross; sharon.owsley@sfgov.org; Sharon Woo; Carolina Guzman  
**Cc:** Rosalinda De La Rosa  
**Subject:** RE: Community service orientation  
**Attachments:** community service letter.doc

Correction on the date.

---

**From:** Joanna Hernandez  
**Sent:** Thursday, July 30, 2009 1:01 PM  
**To:** Albert Felipe; Admin@homeysf.org; Roberto Vargas; Camille Dawkins; Dalila Ahumada; Dvorak-Ewell, Khary; George Johnson; [REDACTED]; [REDACTED] Julia Sabory; Jesse Edwards; Jackie Marania; 'Katherine Miller'; 'Lenore Anderson'; Lateefah Simon; Lauren Bell; Marlene Sanchez; Ranon Ross; sharon.owsley@sfgov.org; Sharon Woo; Camille Dawkins; Carolina Guzman  
**Cc:** Isabel Perez; Rosalinda De La Rosa  
**Subject:** Community service orientation

Please see attach invitation

### ***Joanna Hernandez***

Back on Track ~ Criminal Justice Manager  
*Goodwill Industries of San Francisco, San Mateo and Marin Counties*  
1663 Mission Street, Suite 460  
San Francisco, CA 94103  
(415) 575-2190 Direct  
(415) 575-4500 Main  
(415) 575-4545 Fax  
<http://www.sfgoodwill.org>  
Email: [jhernandez@sfgoodwill.org](mailto:jhernandez@sfgoodwill.org)

We create solutions to poverty through the businesses we operate.

## Miller, Katherine (DAT)

---

**From:** Lauren Bell/OCDHH/MAYOR/SFGOV  
**Sent:** Thursday, July 30, 2009 9:50 AM  
**To:** BethAnn Berliner  
**Cc:** Ruth Schoenbach; Katherine Miller  
**Subject:** Re: Back on Track; SF DA Office and WestEd

August 18th at 11am it is. We'll see you at the Oakland office.

Thanks!

Lauren

---

Lauren Bell, MPA  
Community Initiatives Director  
Office of San Francisco District Attorney, Kamala D. Harris  
Ph: (415) 553-4919  
Email: [lauren.bell@sfgov.org](mailto:lauren.bell@sfgov.org)

-----BethAnn Berliner <bberlin@wested.org> wrote: -----

To: Ruth Schoenbach <rschoen@wested.org>  
From: BethAnn Berliner <bberlin@wested.org>  
Date: 07/30/2009 09:33AM  
cc: Katherine Miller <katherine.miller@sfgov.org>, Lauren Bell <Lauren.Bell@sfgov.org>  
Subject: Re: Back on Track; SF DA Office and WestEd

Great!

Please come to WestEd's Oakland office on August 18th at 11:00. We are located in the Kaiser Center Building, 25th Floor, and will be meeting in the Lake Merritt Room. If you are taking BART, exit Oakland's 19th Street Station (near the Paramount Theatre) and walk a few blocks toward the lake. If you drive, we are at 300 Lakeside Drive, between 20th/21st streets and there is a parking lot attached to our building (but it's expensive).

If you get lost or are running late, please check in with our receptionist at 510-302-4200.

Thanks, and we look forward to learning more about your initiative and exploring possible ways to partner!

BethAnn Berliner  
Senior Researcher  
REL West/Health and Human Development Program  
WestEd

300 Lakeside Drive, 25th Floor  
Oakland, California 94612  
T: 510.302.4209  
F: 510.302.4242  
W: [www.wested.org](http://www.wested.org)

----- Original Message -----

From: "Ruth Schoenbach" <[rschoen@wested.org](mailto:rschoen@wested.org)>  
To: "Lauren Bell" <[Lauren.Bell@sfgov.org](mailto:Lauren.Bell@sfgov.org)>  
Cc: "Katherine Miller" <[katherine.miller@sfgov.org](mailto:katherine.miller@sfgov.org)>, "BethAnn Berliner" <[bberlin@wested.org](mailto:bberlin@wested.org)>  
Sent: Wednesday, July 29, 2009 3:15:33 PM GMT -08:00 US/Canada Pacific  
Subject: Re: Back on Track; SF DA Office and WestEd

Let's do the 18th in Oakland! I'm available anytime after 10:30 that day. Looking forward to meeting.

Ruth

Ruth Schoenbach  
Co-Director, SLI/WestEd  
[rschoen@wested.org](mailto:rschoen@wested.org)  
W: (510) 302-4255  
C: (415) 516-1767

[www.wested.org/SLI](http://www.wested.org/SLI)

----- Original Message -----

From: "Lauren Bell" <[Lauren.Bell@sfgov.org](mailto:Lauren.Bell@sfgov.org)>  
To: "BethAnn Berliner" <[bberlin@wested.org](mailto:bberlin@wested.org)>  
Cc: "Katherine Miller" <[katherine.miller@sfgov.org](mailto:katherine.miller@sfgov.org)>, "Ruth Schoenbach" <[rschoen@wested.org](mailto:rschoen@wested.org)>  
Sent: Wednesday, July 29, 2009 2:46:13 PM GMT -08:00 US/Canada Pacific  
Subject: Re: Back on Track; SF DA Office and WestEd

Hi BethAnn, August 18th or 21st will work for Katy and me - let us know which date is better for you and Ruth at this point and at what time we should schedule the mtg. We can come to Oakland on the 18th if that works out best.

Thanks!

Lauren

-----BethAnn Berliner <[bberlin@wested.org](mailto:bberlin@wested.org)> wrote: -----

To: Katherine Miller <[katherine.miller@sfgov.org](mailto:katherine.miller@sfgov.org)>  
From: BethAnn Berliner <[bberlin@wested.org](mailto:bberlin@wested.org)>  
Date: 07/29/2009 12:54PM

cc: Lauren Bell <Lauren.Bell@sfgov.org>, Ruth Schoenbach <rschoen@wested.org>  
Subject: Re: Back on Track; SF DA Office and WestEd

Hi Katy and Lauren,

As it turns out, the 7th is the least desirable date of the options we proposed. If possible, please let us know ASAP which of the other dates work for you. Our schedules are filling quickly and we are doing our best to hold open our calendars.

Thanks!

BethAnn Berliner  
Senior Researcher  
REL West/Health and Human Development Program  
WestEd  
300 Lakeside Drive, 25th Floor  
Oakland, California 94612  
T: 510.302.4209  
F: 510.302.4242  
W: www.wested.org

----- Original Message -----

From: "BethAnn Berliner" <bberlin@wested.org>  
To: "Katherine Miller" <katherine.miller@sfgov.org>  
Cc: "Lauren Bell" <Lauren.Bell@sfgov.org>, "Ruth Schoenbach" <rschoen@wested.org>  
Sent: Tuesday, July 28, 2009 11:10:23 AM GMT -08:00 US/Canada Pacific  
Subject: Re: Back on Track; SF DA Office and WestEd

Hi all,

Thanks, Lauren, for letting us know that the 6th no longer works and that you will try to confirm a date/time with Katy for one of the following:

Fri Aug 7 before noon in SF  
Tues Aug 18 in Oak  
Thurs Aug 20 in Oak  
Fri Aug 21 before noon in SF

Please let us know ASAP since our calendars are filling quickly and we are trying to hold these dates! I'll reserve a room at the SF WestEd office once I hear back.

Thanks!

BethAnn Berliner  
Senior Researcher  
REL West/Health and Human Development Program  
WestEd  
300 Lakeside Drive, 25th Floor  
Oakland, California 94612  
T: 510.302.4209  
F: 510.302.4242  
W: [www.wested.org](http://www.wested.org)

----- Original Message -----

From: "BethAnn Berliner" <bberlin@wested.org>  
To: "Katherine Miller" <katherine.miller@sfgov.org>  
Cc: "Lauren Bell" <Lauren.Bell@sfgov.org>, "Ruth Schoenbach" <rschoen@wested.org>  
Sent: Tuesday, July 28, 2009 9:44:34 AM GMT -08:00 US/Canada Pacific  
Subject: Re: Back on Track; SF DA Office and WestEd

Hi Katy and Lauren,

We are looking forward to meeting with you regarding a possible partnership to develop a literacy component to the DA's Back on Track initiative.

To confirm, I have reserved the Arizona Room at WestEd's San Francisco office (a ten minute walk from the DA's office) at 10:00 on Thursday, August 6.

The location is 730 Harrison (green building one block east of Whole Foods). Go to the 5th floor and check in with the receptionist, who will direct you to the Arizona Room on the 6th floor.

Please bring with you any print materials (descriptive, evaluation) you have about the program. Also, if you have an agenda or list of issues to discuss with us (e.g., fundraising, budget, program development, time line) please send us that information in advance so we can think about them.

Thanks!

BethAnn and Ruth

BethAnn Berliner  
Senior Researcher  
REL West/Health and Human Development Program



WestEd  
300 Lakeside Drive, 25th Floor  
Oakland, California 94612  
T: 510.302.4209  
F: 510.302.4242  
W: www.wested.org

----- Original Message -----

From: "Katherine Miller" <katherine.miller@sfgov.org>  
To: "BethAnn Berliner" <bberlin@wested.org>  
Cc: "Lauren Bell" <Lauren.Bell@sfgov.org>  
Sent: Friday, July 24, 2009 3:44:45 PM GMT -08:00 US/Canada Pacific  
Subject: Re: Back on Track; SF DA Office and WestEd

Hello BethAnn,

As I said in my voicemail today, I am so sorry for not getting in touch with you sooner to set a time for us to meet to begin discussing a literacy component for the DA's Back on Track program. I would like to arrange a time to meet with you and Ruth Schoenbach, and also my colleague, Lauren Bell. Here are some dates and times that work for both Lauren and me:

Thursday, August 6th 9-12  
Tuesday, August 11th, 1-5  
Thursday, August 13th, 10-3

If these dates don't work, please send us some other possibilities and we will find a better time. We look forward to meeting with you both. We are happy to come to Oakland if that's better for you.

Best,  
Katy

Katherine Weinstein Miller  
San Francisco District Attorney's Office  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
P: (415) 553-1110  
F: (415) 553-9700

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you have received this communication in error, please notify us immediately by e-mail and delete the original message.

BethAnn Berliner  
<bberlin@wested.org>

To

Lenore Anderson  
07/02/2009 09:12 AM <Lenore.Anderson@sfgov.org>  
cc

Ruth Schoenbach  
<rschoen@wested.org>, Katherine  
Miller <katherine.miller@sfgov.org>

Subject

Re: Back on Track; SF DA Office and  
WestEd

Thanks for followingup and we look forward to hearing back from Katie and the team after staff return from their vacations.

BethAnn

BethAnn Berliner  
Senior Researcher  
REL West/Health and Human Development Program  
WestEd  
300 Lakeside Drive, 25th Floor  
Oakland, California 94612  
T: 510.302.4209  
F: 510.302.4242  
W: www.wested.org

----- Original Message -----

From: "Lenore Anderson" <Lenore.Anderson@sfgov.org>

To: "BethAnn Berliner" <bberlin@wested.org>, "Katherine Miller" <katherine.miller@sfgov.org>  
Cc: "Ruth Schoenbach" <rschoen@wested.org>  
Sent: Thursday, July 2, 2009 9:04:54 AM GMT -08:00 US/Canada Pacific  
Subject: Re: Back on Track; SF DA Office and WestEd

Hi Beth Ann,

Thanks so much for reaching out. Apologies that you have not heard back from us sooner. We have not forgotten about our conversations with you and are very much looking forward to reconnecting. I forwarded your voicemail to Katy Miller yesterday and she is also cc'd on this email. She is caught up to speed on our last conversations and will be reaching out to you as soon as she is back from vacation. Also, we have another staff person coming on the team mid-July who will likely be working with Katy on Back on Track and helping us with this project. So, I'd love to see if we can find dates mid-July, either the week of the 13th or the week of the 20th. That way our whole team will be available.

Thanks again for your patience and I look forward to the next steps.

Best, Lenore

Lenore Anderson  
Chief of Policy  
Office of San Francisco District Attorney Kamala D. Harris  
850 Bryant Street, Third Floor  
San Francisco, CA 94103  
lenore.anderson@sfgov.org  
Tel: 415-553-1189  
Fax: 415- 553-9700

BethAnn Berliner  
<bberlin@wested.org>

07/01/2009 03:56 PM

To  
lenore.anderson@sfgov.org  
cc  
Ruth Schoenbach  
<rschoen@wested.org>

Subject  
Back on Track; SF DA Office and WestEd

Hi Lenore,

Per my voice message from earlier today, I'm just checking in about setting up a July meeting to move forward on the proposed Back on Track literacy work.

When I left on vacation June 1st, Ronda was the pointperson and said she would set up a meeting. Having not heard back, I called her office and the outgoing message said she no longer works for the DA and that Katherine Miller is now the contact. I don't have Katherine's email information and was reluctant to leave her a voice message since we had previously communicated about this work back in April and June.

Please let me know where things stand. My colleague Ruth Schoenbach is a literacy expert, and she has enthusiastically agreed to join the effort. We are both available several dates in early July.

Thanks!

BethAnn Berliner  
Senior Researcher  
REL West/Health and Human Development Program  
WestEd  
300 Lakeside Drive, 25th Floor  
Oakland, California 94612  
T: 510.302.4209  
F: 510.302.4242  
W: [www.wested.org](http://www.wested.org)

**Miller, Katherine (DAT)**

---

**From:** Anh Castro/DA/SFGOV  
**Sent:** Tuesday, July 28, 2009 3:10 PM  
**To:** Ranon Ross  
**Cc:** Robyn Burke; Katherine Miller; Lenore Anderson  
**Subject:** Re: BOT graduation

Hi Ranon,

I hope this Email finds you doing well. Sorry for the delay in getting back to you. I actually have the following:

HOLD: (4-6PM) Friday, Sept. 18 for the Changing the Odds Graduation

HOLD: (4-6PM) Tuesday, Oct. 20 BOT graduation.

Best,

Anh Castro  
Executive Assistant  
District Attorney Kamala D. Harris  
850 Bryant Street, 3rd Floor  
San Francisco, CA. 94103  
Ph: (415) 553-1405  
Fax: ( 415) 553-1737  
Email: anh.castro@sfgov.org  
Email2: districtattorney@sfgov.org  
website: www.sfdistrictattorney.org

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**Miller, Katherine (DAT)**

---

**From:** Jeff Schoenfeld  
**Sent:** Tuesday, July 21, 2009 2:52 PM  
**To:** 'Ranon Ross'; 'Sonia Worley'  
**Cc:** 'Carlos Serrano-Quan'; 'Joanna Hernandez'; rshahid@fsasf.org; 'Katherine Miller'  
**Subject:** RE: [REDACTED]

Hi All:  
I will be meeting with [REDACTED] at 3 PM today.  
jeff

-----Original Message-----

**From:** Ranon Ross [mailto:Ranon.Ross@sfgov.org]  
**Sent:** Tuesday, July 21, 2009 11:33 AM  
**To:** Sonia Worley  
**Cc:** Carlos Serrano-Quan; Joanna Hernandez; jschoenfeld@fsasf.org; rshahid@fsasf.org; Katherine Miller  
**Subject:** re: [REDACTED]

This is very troubling and I am concerned that he is at risk for hurting himself. He needs to get medical attention right away. I do not feel good about this at all.

Office of District Attorney, Kamala Harris  
Ranon E. Ross, Sr.  
850 Bryant Street, Rm 310  
San Francisco, Ca. 94103  
Email: ranon.ross@sfgov.org  
415-553-1754- Office  
415-553-9665- Direct  
415-553-9700-Fax  
415-756-1751- Cell

## Miller, Katherine (DAT)

---

**From:** Katherine Miller  
**Sent:** Monday, July 20, 2009 10:23 PM  
**To:** lenore.anderson@sfgov.org; ranon.ross@sfgov.org; sharon.owsley@sfgov.org; lauren.bell@sfgov.org; sharon.woo@sfgov.org  
**Cc:** Katherine Miller  
**Subject:** Notes from BOT Retreat  
**Attachments:** BOT Retreat Notes.doc

Hi all,

Attached are my notes (clarified and organized) from our meeting last Thursday. I added some things that I had not included on the flip chart, but which were contained in Sharon's powerpoint. Please let me know if you have any corrections or additional info that I omitted.

As I shared with Sharon O and Ranon today, I think that we should work with GW to schedule a series of 1/2 day training sessions on the new model in September. This is for several reasons:

1. We should know by then that we will be receiving the federal earmark, which will allow GW to hire additional staff;
2. The GW team should be all or mostly hired by then, so they can all go through the training together;
3. Our new grant agreement with Goodwill begins Sept 1;
4. This will give us time to flesh out our model and develop our presentation but will also give us a deadline to get it done.

Lauren, do you know if it's possible for us to reserve a conference room at MOCI for these trainings? I think one of those rooms that face the atrium might be ideal for this work.

Thanks to everyone for your hard work last Thursday - and a million thanks to Sharon O for inviting us to your lovely home and feeding us (especially me with my big appetite).

Katy

## Miller, Katherine (DAT)

---

**From:** Carlos Serrano-Quan  
**Sent:** Monday, July 20, 2009 4:23 PM  
**To:** Katherine Miller; Ranon Ross; Sharon Owsley  
**Cc:** Joanna Hernandez  
**Subject:** Back on Track June 2009 Report  
**Attachments:** June 2009.xls; BOT Monthly Report (June 2009).doc

Hi Everyone:

Attached are the June 2009 Master List and Monthly Report. Please do not hesitate to contact me with further questions.

Thank you,

Carlos Serrano-Quan

Director of Criminal Justice & Community Reentry

Goodwill Industries of San Francisco, San Mateo and Marin Counties  
1663 Mission Street  
San Francisco, CA 94103  
(415) 575-2105  
<http://www.sfgoodwill.org>

*We create solutions to poverty through the businesses we operate.*



**Miller, Katherine (DAT)**

---

**From:** Katherine Miller  
**Sent:** Thursday, July 02, 2009 4:21 PM  
**To:** Lenore Anderson  
**Cc:** Katherine Miller  
**Subject:** Draft talking points and my weekly memo  
**Attachments:** LenoreMemo0702609.doc; KDH.DRAFT.BOT.memo.7.2.09.doc

Hi there,

I am taking off shortly because traffic to the East Bay is apparently record-breaking horrendous. Here is the most recent version of the BOT draft:

*(See attached file: KDH.DRAFT.BOT.memo.7.2.09.doc)*

Note that all statistics are from Harder + Company's spring assessment of our participants (both a self-report survey and academic testing), so they are both recent and independent.

Here is my weekly memo:

*(See attached file: LenoreMemo0702609.doc)*

I am available by cell and some email while I am away. Happy 4th!

Katherine Weinstein Miller  
San Francisco District Attorney's Office  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
P: (415) 553-1110  
F: (415) 553-9700

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## Miller, Katherine (DAT)

---

**From:** Jeff Schoenfeld  
**Sent:** Wednesday, July 01, 2009 8:24 AM  
**To:** 'Katherine Miller'; 'Carlos Serrano-Quan'  
**Cc:** 'Bob Bennett'; 'Erin Hirsch'; 'Lenore Anderson'; 'Leslie Isaac'  
**Subject:** RE: Back on Track Principal's Meeting Request

Hi everyone:

Friday afternoon's are difficult for me.

I am available to meet on 7/3 in the afternoon, or 7/10 and 7/24 in the mornings.

Jeff Schoenfeld

Director of Adult Services

Family Service Agency

(415) 474-7310

-----Original Message-----

From: Katherine Miller [mailto:katherine.miller@sfgov.org]

Sent: Tuesday, June 30, 2009 5:03 PM

To: Carlos Serrano-Quan

Cc: Bob Bennett; Erin Hirsch; Jeff-FSAC Schoenfeld; Lenore Anderson; Leslie Isaac

Subject: Re: Back on Track Principal's Meeting Request

All - My apologies - I just told Carlos I was available on the 17th and then realized that have a conflict that morning - the San Francisco Reentry Council has scheduled its first meeting for 10-12 that day and I have to staff it.

I am wondering if we can meet at 12:30 or 1:00?

Many thanks,  
Katy

Katherine Weinstein Miller

San Francisco District Attorney's Office

850 Bryant Street, Room 322

San Francisco, CA 94103

P: (415) 553-1110

F: (415) 553-9700

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"Carlos

Serrano-Quan"

<csquan@sfgoodwil

l.org>

To

"Leslie Isaac" <lisaac@fsasf.org>,

"Bob Bennett" <bbennett@fsasf.org>,  
06/30/2009 04:56 PM "Jeff-FSAC Schoenfeld"  
<jschoenfeld@fsasf.org>  
cc

"Erin Hirsch"  
<Ehirsch@sfgoodwill.org>,  
"Katherine Miller"  
<katherine.miller@sfgov.org>,  
"Lenore Anderson"  
<Lenore.Anderson@sfgov.org>

Subject  
Back on Track Principal's Meeting  
Request

Hi Leslie,

Please assist us in assembling people for the following meeting:

What:  
Monthly Back on Track Principal's Meeting

Where:  
FSA 1010 Gough

When:  
July 17th starting 10 or 11am (1.5 hrs)

Who  
FSA: Bob B. Jeff S.  
Goodwill: Carlos Serrano-Quan & Erin Hirsch  
DA: Lenore Anderson and Katherine Miller New American Media (NAM): TBD Emails are cc'd in this email

Agenda:  
(1) BOT planning for upcoming fiscal year and beyond  
(2) Development of a joint work plan and agreed upon outcomes

Carlos Serrano-Quan  
Director of Criminal Justice & Community Reentry Goodwill Industries of San Francisco, San Mateo and Marin Counties  
1663 Mission Street  
San Francisco, CA 94103  
(415) 575-2105  
<http://www.sfgoodwill.org>

We create solutions to poverty through the businesses we operate.

**Miller, Katherine (DAT)**

---

**From:** Herbert Lee  
**Sent:** Tuesday, June 30, 2009 5:22 PM  
**To:** Sheila Arcelona  
**Cc:** Carlos Serrano-Quan; Katherine.Miller@sfgov.org  
**Subject:** DA Billing update  
**Attachments:** 0507\_001.pdf

Hi Sheila,

Attached are our summary invoices for both April & May 09. As you can see, Goodwill only has \$19,012.88 left after our May billing. If our contract actually ends on Aug 31, 2009 instead of June 30, 2009, we won't have enough funds to continue to bill DA program for July 09 and August 09. By the way, please let me know whether you found our invoices for April and May. If not, I can send in another set of copies for your approval. Thanks!

**Herbert Lee**  
Grant Accountant  
Goodwill Industries of S. F.  
Tel: 415-575-2107

---

**From:** GWPRINT03-AdminAcctg@sfgoodwill.org [mailto:GWPRINT03-AdminAcctg@sfgoodwill.org]  
**Sent:** Tuesday, June 30, 2009 5:04 PM  
**To:** Herbert Lee  
**Subject:** Attached Image

**Miller, Katherine (DAT)**

---

**From:** Lauren Bell/OCDHH/MAYOR/SFGOV  
**Sent:** Tuesday, June 30, 2009 4:57 PM  
**To:** Katherine Miller  
**Subject:** Fw: Scope of Work Etc  
**Attachments:** BOT Scope of Work FY0809.doc; DA BOT Budget FY 08-09 (7 17 08).xls; Cover Letter 8.5.08.doc

see attached please.

---

Lauren Bell, MPA  
Criminal Justice Program Director  
Mayor's Office of Community Investment  
1 South Van Ness, Fifth Floor  
San Francisco, CA 94103  
Ph: (415) 701-5573  
Fax: (415) 701-5501  
Email: [lauren.bell@sfgov.org](mailto:lauren.bell@sfgov.org)

----- Forwarded by Lauren Bell/OCDHH/MAYOR/SFGOV on 06/30/2009 04:59 PM -----

**From:** "Carlos Serrano-Quan" <[csquan@sfgoodwill.org](mailto:csquan@sfgoodwill.org)>  
**To:** "Lauren Bell" <[Lauren.Bell@sfgov.org](mailto:Lauren.Bell@sfgov.org)>  
**Date:** 08/05/2008 05:33 PM  
**Subject:** Scope of Work Etc

---

Ms. Bell,

Did you want me to prepare a hard copy and submit it to whom? I can bring it over tomorrow when I see you at 12pm.

Carlos Serrano-Quan  
Director of Criminal Justice & Community Reentry  
Goodwill Industries of San Francisco, San Mateo and Marin Counties  
1663 Mission Street  
San Francisco, CA 94103  
(415) 575-2105  
<http://www.sfgoodwill.org>

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*(See attached file: DA BOT Budget FY 08-09 (7 17 08).xls)(See attached file: Cover Letter 8.5.08.doc)(See attached file: BOT Scope of Work FY0809.doc)*

**Miller, Katherine (DAT)**

---

**From:** Florence Nacamulli  
**Sent:** Friday, June 26, 2009 2:54 PM  
**To:** 'Katherine Miller'  
**Cc:** Michelle Magee; Clare Nolan  
**Subject:** SF DA Back on Track  
**Attachments:** invoice #1259-03.pdf

Dear Katie,  
Here is the old outstanding invoice that I told you about. Please process it for payment. Thanks for your help.

Take care,  
Florence

Florence Nacamulli  
Accountant  
Harder + Company Community Research  
phone: 415-468-3237  
fax: 415-468-2933  
email: fnacamulli@harderco.com

\* Please consider the environment before printing this email



## Miller, Katherine (DAT)

---

**From:** Jocelyn Gottlieb  
**Sent:** Thursday, June 25, 2009 3:42 PM  
**To:** Katherine Miller  
**Cc:** John Halpin  
**Subject:** JVS support for Back on Track project

Hi Katie,

No doubt you have your hands full this week with Ronda gone and the substantial press on the Back on Track program – I hope you're holding up!

I'm writing because I wanted to make sure that you and John Halpin, JVS' Deputy Director, connected regarding future program development and grant proposals for the Back on Track program. Ronda and I had originally discussed setting up a meeting together with Kaiser and your office, to talk about implementation plans, but weren't able to get that scheduled prior to her departure. I am expecting a set of recommendations from Michelle Magee from Harder & Co. to include in a grant proposal later this week, and would appreciate your direction on how we should proceed. We have the curriculum for this project, and would be excited to pilot the healthcare training with a group of interested Back on Track participants, assuming we can procure funding for this project.

I'm going to be leaving JVS as of July 2<sup>nd</sup> to be with my daughter full-time, and would be happy to touch base before then if you have any questions. If you aren't able to get back to me in that time, you can either email John at [jhalpin@jvs.org](mailto:jhalpin@jvs.org) or call him at 782-6265.

Thank you so much, and best wishes,  
Jocelyn

Jocelyn Gottlieb  
Director of Program Development  
JVS  
225 Bush Street, Suite 400, West Lobby  
San Francisco, CA 94104  
(415) 782-6277  
<http://www.jvs.org>

## Miller, Katherine (DAT)

---

**From:** Jeff Schoenfeld  
**Sent:** Thursday, June 25, 2009 2:50 PM  
**To:** 'Katherine Miller'; 'Carlos Serrano-Quan'  
**Cc:** 'Bob Bennett'; 'Erin Hirsch'; 'Leslie Isaac'  
**Subject:** RE: Back on Track Principals Meeting

Hi Katy:

Carlos informed me yesterday that he would not be able to attend a BOT meeting this Friday.

Bob and I are open to having the meeting at 9:30 at FSA.

We would also understand canceling the meeting this month and having the meeting on the last Wednesday of next month.

I, too, would not be able to attend a meeting on 7/10 at 1 PM jeff fsa

-----Original Message-----

**From:** Katherine Miller [mailto:katherine.miller@sfgov.org]  
**Sent:** Thursday, June 25, 2009 12:18 PM  
**To:** Carlos Serrano-Quan  
**Cc:** Bob Bennett; Erin Hirsch; Jeff-FSAC Schoenfeld; Leslie Isaac  
**Subject:** Re: Back on Track Principals Meeting

Hi Carlos,

Is this instead of tomorrow?

Unfortunately, I am out of town the week of July 6-10.

Thanks,

Katy

Katherine Weinstein Miller  
San Francisco District Attorney's Office  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
P: (415) 553-1110  
F: (415) 553-9700

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"Carlos  
Serrano-Quan"  
<csquan@sfgoodwil  
l.org> To  
"Leslie Isaac" <lisaac@fsasf.org>,  
"Bob Bennett" <bbennett@fsasf.org>,  
06/24/2009 05:34 "Jeff-FSAC Schoenfeld"  
PM <jschoenfeld@fsasf.org>, "Katherine

Miller"  
<katherine.miller@sfgov.org>, "Erin  
Hirsch" <Ehirsch@sfgoodwill.org>  
cc

Subject  
Back on Track Principals Meeting

Leslie,

Please try to schedule the following meeting with everyone on this email:

What: Back on Track Principals Meeting  
When: July 10th, 2009, from 1-3pm  
Who: Everyone on this email chain  
Agenda & Outcomes: TBD

Thank you,

Carlos Serrano-Quan  
Director of Criminal Justice & Community Reentry Goodwill Industries of San Francisco, San Mateo and Marin Counties  
1663 Mission Street  
San Francisco, CA 94103  
(415) 575-2105  
<http://www.sfgoodwill.org>

We create solutions to poverty through the businesses we operate.

## Miller, Katherine (DAT)

---

**From:** Rachael Grossman  
**Sent:** Monday, June 22, 2009 5:10 PM  
**To:** Katherine Miller  
**Subject:** FW: Can I view these on your computer?

Rachael Grossman  
Chief of Organizational Advancement  
Goodwill Industries of San Francisco, San Mateo and Marin Counties  
1500 Mission Street  
San Francisco, CA 94103  
415/575-2132  
[rgrossman@sfgoodwill.org](mailto:rgrossman@sfgoodwill.org)  
[www.sfgoodwill.org](http://www.sfgoodwill.org)

*We create solutions to poverty through the businesses we operate.*

---

**From:** James David  
**Sent:** Monday, June 22, 2009 5:00 PM  
**To:** Rachael Grossman  
**Subject:** Can I view these on your computer?

[http://abclocal.go.com/kgo/story?section=news/local/san\\_francisco&id=6878510](http://abclocal.go.com/kgo/story?section=news/local/san_francisco&id=6878510)

FYI -- <http://news.prnewswire.com/DisplayReleaseContent.aspx?ACCT=104&STORY=/www/story/06-22-2009/0005048301&EDATE=>

James David  
Communications Manager  
Goodwill Industries of San Francisco, San Mateo and Marin Counties  
1500 Mission Street  
San Francisco, CA 94103  
office: 415/575-2146  
mobile: 415/716-4557  
[j david@sfgoodwill.org](mailto:j david@sfgoodwill.org)  
[www.sfgoodwill.org](http://www.sfgoodwill.org)

*We create solutions to poverty through the businesses we operate.*

**Miller, Katherine (DAT)**

---

**From:** Kai D. Feder  
**Sent:** Monday, June 22, 2009 11:04 AM  
**To:** katherine.miller@sfgov.org  
**Subject:** BOT Master List  
**Attachments:** BOT Member list.xls

Sincerely,

Kai D. Feder

[KDFeder@gmail.com](mailto:KDFeder@gmail.com)  
(415) 342-3902

## Miller, Katherine (DAT)

---

**From:** Lenore Anderson  
**Sent:** Monday, June 22, 2009 2:04 PM  
**To:** Katherine Miller  
**Subject:** Re: SF Jail Cost

Karen Roye said: "the Back-on-Track program has referred 397 participants to child support since the inception of the program (2003). Of the 397, 275 or 69% of participants had open child support cases. The average debt that each participant would owe today if they ignored their child support responsibilities would be approximately \$2,793,056 with interest." *Given that Karen used 2003 as the starting point for the program, we took her numbers and divided them in half. That means that 136 participants would owe \$1,381,293 with interest.*

Because these participants were required to meet with the child support agency, they were able to settle their debts, reserve orders, compromise arrears, or disestablish paternity. These participants today owe a combined total of \$409,932 a debt savings of approximately \$2, 383,124. The money brought in by these participants goes straight to families in need.

Lenore Anderson  
Chief of Policy  
Office of San Francisco District Attorney Kamala D. Harris  
850 Bryant Street, Third Floor  
San Francisco, CA 94103  
lenore.anderson@sfgov.org  
Tel: 415-553-1189  
Fax: 415- 553-9700

**Miller, Katherine (DAT)**

---

**From:** Lenore Anderson  
**Sent:** Monday, June 15, 2009 4:00 PM  
**To:** Katherine Miller  
**Subject:** Fw: Plan  
**Attachments:** Business Plan.pdf

----- Forwarded by Lenore Anderson/DA/SFGOV on 06/15/2009 04:03 PM -----

"Carlos Serrano-Quan"  
<csquan@sfgoodwill.org> To: "Lenore Anderson" <Lenore.Anderson@sfgov.org>  
06/15/2009 03:09 PM cc  
Subject: Plan

Hi Lenore,

I believe this is what you were looking for.

Carlos Serrano-Quan  
Director of Criminal Justice & Community Reentry  
Goodwill Industries of San Francisco, San Mateo and Marin Counties  
1663 Mission Street  
San Francisco, CA 94103  
(415) 575-2105  
<http://www.sfgoodwill.org>

*We create solutions to poverty through the businesses we operate.  
(See attached file: Business Plan.pdf)*

## Miller, Katherine (DAT)

---

**From:** Carlos Serrano-Quan  
**Sent:** Monday, June 15, 2009 11:36 AM  
**To:** Katherine Miller  
**Subject:** Docs  
**Attachments:** [REDACTED] Resume 6.15.2009.doc; [REDACTED] e 6.15.2009.doc; Resume 2004.pdf; OJP Earmark Request 6.15.2009.pdf

Katy,

Here you go.

Carlos Serrano-Quan

Director of Criminal Justice & Community Reentry

Goodwill Industries of San Francisco, San Mateo and Marin Counties  
1663 Mission Street  
San Francisco, CA 94103  
(415) 575-2105  
<http://www.sfgoodwill.org>

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**Miller, Katherine (DAT)**

---

**From:** Marietta F Cinco  
**Sent:** Monday, June 15, 2009 10:14 AM  
**To:** Katherine Miller  
**Subject:** Scan  
**Attachments:** Admin\_20090615103452\_000.PDF

*(See attached file: Admin\_20090615103452\_000.PDF)*

Regards,  
Marietta F. Cinco  
Executive Assistant for  
Russ Giuntini, Chief Assistant District Attorney  
850 Bryant Street  
San Francisco, CA 94103  
(415) 553-1744

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[marietra.cinco@sfgov.org](mailto:marietra.cinco@sfgov.org)

## Miller, Katherine (DAT)

---

**From:** Ronda Jackson  
**Sent:** Sunday, June 14, 2009 5:41 PM  
**To:** Katherine Miller; Lenore Anderson; Sean Myers; Sharon Owsley; Ranon Ross  
**Subject:** Final BOT Participant List for RAND evaluation 6.12.09  
**Attachments:** MergedBoTParticipantList\_v3c (without names) 6.12.09.xls

All: Attached is the final version of the BOT participant list for the RAND study. This list will be used to compare what happen to people with similar characteristics and criminal histories as folks in BOT with those who did not get in to the program.

As you know, our wonderful research assistant Sean has worked tirelessly on this the past few month and has done a great job. He was able to painstakingly unearth data in our antiquated and not so well maintained data systems. The data ranges from June 2005 - December 2008. This list includes the DOB, SF number, entry and exit dates, residence, ultimate status in the program, race, gender, and if the person had a DEJ.

There are a very few marked in red that we have their SF numbers, but are missing other data (like case number, DEJ, and residency). Sean will continue to look for that data. Sean will also spend the next few weeks going through the METSYS system to compile a list of reason that each person was terminated from the program. He is about 60% through that list right now. RAND will also use that information for their analysis.

So with having the attached data and the comparison group data which we sent RAND last month, they can now begin the initial data analysis phase of the project. To map out our next steps for this project Sean, Terry (from RAND), and I will have a conference call next Friday, June 19. I plan to be in the office that day. Please let me know if you have any questions. Best, Ronda

--

Ronda  
510-847-9429 (cell)  
510-981-0437 (home)

--

Ronda  
510-847-9429 (cell)  
510-981-0437 (home)

**Miller, Katherine (DAT)**

---

**From:** Ranon Ross  
**Sent:** Wednesday, June 10, 2009 1:31 PM  
**To:** csquan@sfgoodwill.org  
**Cc:** JHernandez@sfgoodwill.org; Sharon Owsley/DA/SFGOV; Katherine Miller  
**Subject:** [REDACTED]

Hi, Carlos

I have received authorization from our office to request that Goodwill cut a check to [REDACTED] for \$410 for vehicle tow expenses as a result of the courts error. As we discussed before, please take this money out of the client services budget funded by our office. Thanks for your assistance in this matter. And of course, this not a practice we are starting, but more of a one time occurrence.

Office of District Attorney, Kamala Harris  
Ranon E. Ross, Sr.  
850 Bryant Street, Rm 310  
San Francisco, Ca. 94103  
Email: ranon.ross@sfgov.org  
415-553-1754- Office  
415-553-9665- Direct  
415-553-9700-Fax  
415-756-1751- Cell

**Miller, Katherine (DAT)**

---

**From:** Katherine Miller  
**Sent:** Sunday, June 07, 2009 2:17 PM  
**To:** Katherine Miller  
**Subject:** budget current  
**Attachments:** DA Comprehensive Budget 6.4.2009.xls

**Miller, Katherine (DAT)**

**From:** Carlos Serrano-Quan  
**Sent:** Friday, June 05, 2009 2:54 PM  
**To:** Katherine Miller  
**Subject:** MOCI Budget

Hi Katy,

Positions	Name	Salary	FTE	Salary	Amount	Fring
Criminal Justice Director	[REDACTED]	100,000	20.0%	20,000	3,200	23.
Criminal Justice Manager	[REDACTED]	55,000	30.0%	16,500	2,640	19
Criminal Justice Specialist	[REDACTED]	42,000	50.0%	21,000	3,360	24
Criminal Justice Specialist	[REDACTED]	42,000	50.0%	21,000	3,360	24.
					<b>Subtotal:</b>	<b>91,06</b>
<b>Materials &amp; Supplies</b>						
Office Supplies	Average \$1200 per month					1.
					<b>Subtotal:</b>	<b>1,20</b>
<b>Other Current Expenses</b>						
Staff Transportation & Parking	Reimbursed @ \$0.55 per mile					1.
Training	4 staff x \$125 per staff					
Occupancy	\$522.17 monthly rent x 12 months					6.
Youth Stipends	100 participants @ \$50 per participant					5
					<b>Subtotal:</b>	<b>12,96</b>
<b>TOTAL SUBCONTRACT:</b>						<b>105,22</b>

Hi Katy,

Here is the contract we submitted to MOCI. The difference between \$99k and \$89k we discussed yesterday appears to be in the Fringe Benefit line item. The cuts projected were based on the wage/benefits and rent.

-----Original Message-----

**From:** Katherine Miller [mailto:katherine.miller@sfgov.org]  
**Sent:** Thursday, June 04, 2009 2:39 PM  
**To:** Carlos Serrano-Quan  
**Subject:** RE: Back on Track FY0910 Budget

Hi Carlos,

Thanks - please see my followup questions in red below -

Katherine Weinstein Miller  
San Francisco District Attorney's Office  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
P: (415) 553-1110  
F: (415) 553-9700

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"Carlos  
Serrano-Quan"  
<csquan@sfgoodwill  
1.org>  
06/04/2009 02:16  
PM  
To  
"Katherine Miller"  
<katherine.miller@sfgov.org>  
cc  
Subject  
RE: Back on Track FY0910 Budget

Hi Katy:

See responses below:

I have gone through the three budget docs you sent me to create one spreadsheet that includes all of the info. Please take a look at the attached document, and clarify these 3 questions:

1. The MOCI budget is for 99,965 but you only expect to get 89,441 in revenue. Can you please make line item adjustments to account for this? I don't want to be presumptuous about how you plan to factor in this reduction.

A: For budgeting projection purposes FY0910, I projected a possible 15% reduction based on the guidance I received by the Violence Prevention RFP and departmental budget reductions. Thus, to be conservative, we projected a 15% decrease in funding from MOCI.

Carlos - I think I am being too confusing on this - let me try again. My understanding is that FSA will get \$200,000 from the City (this is confirmed). Does that change how the MOCI budget looks in the attached document?

2. Can you please put in the actual anticipated salary for each staff member? I made some assumptions that might be throwing this off. I understand that this information is sensitive and not to be shared with others.

A: Please see attached. Thanks this is just what I need.

3. Regarding GW's \$80K deficit for BOT for FY 2009-2010 - are there specific line items for which you know you won't have funds? Or is it that you know you have around \$38,000 that you can allocate as you determine necessary?

A: The Goodwill expense for BOT next fiscal year with rent included will

be \$114,696 Line 33E. BOT may be moving into 1500 Mission Street later this calendar year 2009, so the good thing is that this move will help cover wages since we will not have any rent expense the remainder of the fiscal year. We anticipate a shortfall (GW Expense) of approximately 1.50 FTE's next FY.

I am still unclear - do you know exactly how much Goodwill will be able to allocate to the program next year?

I hope this helps!

Thanks!

K.

(See attached file: ComprehensiveGWBOTBudgetDocKWM060309.xls)

Katherine Weinstein Miller  
San Francisco District Attorney's Office  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
P: (415) 553-1110  
F: (415) 553-9700

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If

you have received this communication in error, please notify us immediately

by e-mail and delete the original message.

"Carlos

Serrano-Quan"

<csquan@sfgoodwil

To

l.org>

"Katherine Miller"

<katherine.miller@sfgov.org>

06/02/2009 04:38

cc

PM

Subject

Back on Track FY0910 Budget

Hi Katy,

Attached is the budget for FY0910 from all for funding sources. I hope this helps, and please feel free to contact me anytime to discuss or clarify.

Carlos Serrano-Quan  
Director of Criminal Justice & Community Reentry  
Goodwill Industries of San Francisco, San Mateo and Marin Counties  
1663 Mission Street  
San Francisco, CA 94103  
(415) 575-2105  
<http://www.sfgoodwill.org>

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(See attached file: BOT Budget (4 Sources) 6.2.09.xls)

(See attached file: DA Comprehensive Budget 6.4.2009.xls)



## Miller, Katherine (DAT)

---

**From:** Joanna Hernandez  
**Sent:** Wednesday, June 03, 2009 12:54 PM  
**To:** Albert Felipe; ana@carecensf.org; Camille Dawkins; Chris Reyes; chris.hite@sfgov.org; Dalila Ahumada; DistrictAttorney@Sfgov.org; DA Reentry; egarcia@ifrsf.org; francis.tsang@sfgov.org; Garry Bieringer; Ginale Garcia; [REDACTED]; Steve Good; julia.sabory@sfgov.org; Jeff Schoenfeld; Jocelyn Gottlieb; Jackie Marania; Jami Tillotson; Jessica Hazard; [REDACTED]; Katherine Miller; Lateefah Simon; Lauren Bell; Lenore Anderson; Marlene Sanchez; msu@dcyf.org; Orlando Antonio TORRIENTE; Roberto Vargas; Ranon Ross; George Johnson; Tanya Red; Tania Alexander; Tahmal T. Fleming; tinisch.hollins@sfgov.org; [REDACTED]; [REDACTED]; Isabel Perez  
**Subject:** Office of the District Attorney Kamala D. Harris & Goodwill invites you  
**Attachments:** community service letter.doc

Please see attach letter:



**Office of the District Attorney Kamala D.**

**Harris**



May 2009,

Program Director,

You are invited to attend Goodwill's Back on Track CBO orientation. Back on Track was created by D.A. Kamala D. Harris and is a diversion program for those who are facing their first felony for; possession / possession for sales. Our participant range from the ages of 18 – 25, they are referred to us through the courts. There are various tasks that our program requires the participants to complete in order to graduate.

Among those tasks is community service; which is where your agency takes part, we are looking for a place that will be able to supervise our participants as well as teach them skills they will be able to use in the workforce. Our program is currently looking for new community service sites, as well as updating our current partners with new criteria and other changes in the program.

The Orientation will be held at the following;

**Time:** 9am – 12pm (Continental Breakfast will be provided)

**Date:** June 18<sup>th</sup> 2009

**Host Site:** Goodwill Industries  
1663 Mission Street Suite: 460  
San Francisco, Ca 94103

**Contact Person:** Isabel Perez  
Criminal Justice Specialist  
415-575-4538

**If you are interested in attending please R.S.V.P by June 11<sup>th</sup> 2009.  
Via E-Mail [iperez@sfgoodwill.org](mailto:iperez@sfgoodwill.org) or PHONE: 415-575-4538**

Sincerely,

***Joanna Hernandez***

Back on Track ~ Criminal Justice Manager  
*Goodwill Industries of San Francisco, San Mateo and Marin Counties*  
*1663 Mission Street, Suite 460*  
*San Francisco, CA 94103*  
(415) 575-2190 Direct  
(415) 575-4500 Main  
(415) 575-4545 Fax  
<http://www.sfgoodwill.org>  
Email: [jhernandez@sfgoodwill.org](mailto:jhernandez@sfgoodwill.org)

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**Miller, Katherine (DAT)**

---

**From:** Carlos Serrano-Quan  
**Sent:** Tuesday, June 02, 2009 4:35 PM  
**To:** Katherine Miller  
**Subject:** Back on Track FY0910 Budget  
**Attachments:** BOT Budget (4 Sources) 6.2.09.xls

Hi Katy,

Attached is the budget for FY0910 from all for funding sources. I hope this helps, and please feel free to contact me anytime to discuss or clarify.

Carlos Serrano-Quan

Director of Criminal Justice & Community Reentry

Goodwill Industries of San Francisco, San Mateo and Marin Counties  
1663 Mission Street  
San Francisco, CA 94103  
(415) 575-2105  
<http://www.sfgoodwill.org>

*We create solutions to poverty through the businesses we operate.*

**Miller, Katherine (DAT)**

---

**From:** Rachael Grossman  
**Sent:** Friday, May 22, 2009 1:53 PM  
**To:** Carlos Serrano-Quan; lenore.anderson@sfgov.org; Katherine Miller; Erin Hirsch  
**Subject:** Draft BOT Partnership Plan  
**Attachments:** BackOnTrackPartnershipPlan 5 22 09.doc

Lenore and Katie,

Attached is a very rough draft partnership document that I have updated from last year. As I worked on this, I saw that there are some clear shared goals: replication and funder/policy leader cultivation. These would both be great initiatives to work on together to assure success.

I took a stab at drafting a general timeline. There are some areas that need filling in. Please make any suggested changes with tracking so we can see them. If we can, it might be great to take this to next stage before we meet again.

I assume Katie and Carlos are working on scheduling this meeting. By the way, is there any news on the budget front; you were going to look into the \$80 funding issue.

Have a wonderful weekend and we look forward to meeting again.

Regards,  
Rachael

Rachael Grossman  
Chief of Organizational Advancement  
Goodwill Industries of San Francisco, San Mateo and Marin Counties  
1500 Mission Street  
San Francisco, CA 94103  
415/575-2132  
[rgrossman@sfgoodwill.org](mailto:rgrossman@sfgoodwill.org)  
[www.sfgoodwill.org](http://www.sfgoodwill.org)

*We create solutions to poverty through the businesses we operate.*

**Miller, Katherine (DAT)**

---

**From:** Ranon Ross  
**Sent:** Thursday, May 14, 2009 2:09 PM  
**To:** Sharon Owsley/DA/SFGOV; Ronda Jackson/DA/SFGOV; Katherine Miller  
**Subject:** Please Review  
**Attachments:** Back on Track Mandatory Meeting5-14-09.doc

Please review. Thanks.

*(See attached file: Back on Track Mandatory Meeting5-14-09.doc)*

Office of District Attorney, Kamala Harris  
Ranon E. Ross, Sr.  
850 Bryant Street, Rm 310  
San Francisco, Ca. 94103  
Email: [ranon.ross@sfgov.org](mailto:ranon.ross@sfgov.org)  
415-553-1754- Office  
415-553-9665- Direct  
415-553-9700-Fax  
415-756-1751- Cell

## Miller, Katherine (DAT)

---

**From:** Carlos Serrano-Quan  
**Sent:** Thursday, May 07, 2009 12:55 PM  
**To:** Katherine Miller  
**Subject:** RE: FYI:Seeking re entry information

Hi Katy,

No problem, I will do as instructed.

-----Original Message-----

From: Katherine Miller [mailto:katherine.miller@sfgov.org]  
Sent: Thursday, May 07, 2009 10:00 AM  
To: Carlos Serrano-Quan  
Subject: RE: FYI:Seeking re entry information

Hi Carlos,

Please don't send the NCCD draft to them, or anyone else - it is dramatically different than what our office is working on and not a document that we consider to be "official" BOT material. I would recommend that you send whatever internal program description you have (such as what you've used for grant proposals, or on the GW website, etc.) and let them know we will share the replication toolkit when it is finalized.

Another

option is that we are happy to give you a copy of the BOT folder we usually give out.

Thanks,  
Katy

Katherine Weinstein Miller  
San Francisco District Attorney's Office  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
P: (415) 553-1110  
F: (415) 553-9700

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you have received this communication in error, please notify us immediately by e-mail and delete the original message.

"Carlos

Serrano-Quan"

<csquan@sfgoodwil

To  
l.org> "Katherine Miller"  
<katherine.miller@sfgov.org>

05/06/2009 05:44

cc  
PM

Subject  
RE: FYI:Seeking re entry  
information

Hi Katy,

I'd like to send them the replication toolkit but I know we haven't finalized the current version yet. What do you think?

-----Original Message-----

From: Katherine Miller [mailto:katherine.miller@sfgov.org]  
Sent: Wednesday, May 06, 2009 5:24 PM  
To: Carlos Serrano-Quan  
Subject: Re: FYI:Seeking re entry information

Hi again,  
What info are you planning to send to them?

Katherine Weinstein Miller  
San Francisco District Attorney's Office  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
P: (415) 553-1110  
F: (415) 553-9700

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"Carlos  
Serrano-Quan"  
<csquan@sfgoodwil  
l.org> "Katherine Miller"  
<katherine.miller@sfgov.org>  
05/06/2009 02:52  
cc  
PM  
Subject  
FYI:Seeking re entry information

Hi Katy,

Just FYI in case the DA's office is keeping a count of replication inquiries. (see email below).

-----Original Message-----

From: Maria Bourassa [mailto:MBourassa@goodwillnm.org]

Sent: Wednesday, May 06, 2009 2:33 PM

To: Carlos Serrano-Quan

Subject: Seeking re entry information



Carlos,

I wasn't able to attend your session during the Spring learning event, but I did have a staff attend and she was very impressed by the program that you presented.

We are thinking about starting a re entry program in New Mexico. I was wondering if you would be willing to share with me, the program design, budget, and anything else you feel will assists us with this project

Thank you

Maria Bourassa

Goodwill of New Mexico

Director of Workforce Development

## Miller, Katherine (DAT)

---

**From:** Rachael Grossman  
**Sent:** Thursday, May 07, 2009 11:12 AM  
**To:** Katherine Miller  
**Subject:** RE: 2008 BOT Partnership Fundraising/PR plan

Today is totally filled with budget meetings. Can we talk at end of day on Friday? I am available after 4.

Rachael Grossman  
Chief of Organizational Advancement  
Goodwill Industries of San Francisco, San Mateo and Marin Counties  
1500 Mission Street  
San Francisco, CA 94103  
415/575-2132  
rgrossman@sfgoodwill.org  
www.sfgoodwill.org

We create solutions to poverty through the businesses we operate.

-----Original Message-----

From: Katherine Miller [mailto:katherine.miller@sfgov.org]  
Sent: Thursday, May 07, 2009 10:01 AM  
To: Rachael Grossman  
Subject: Re: 2008 BOT Partnership Fundraising/PR plan

Hi Rachael,

Thanks for sending this; I shared with with Lenore and Ronda as well.

It  
would be great to check in via phone before our meeting. Do you have any time today?

K.

Katherine Weinstein Miller  
San Francisco District Attorney's Office  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
P: (415) 553-1110  
F: (415) 553-9700

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you have received this communication in error, please notify us immediately by e-mail and delete the original message.

"Rachael  
Grossman"  
<rgrossman@sfgood  
To will.org> "Katherine Miller"  
<katherine.miller@sfgov.org>  
05/06/2009 01:11  
cc PM "Erin Hirsch"  
<Ehirsch@sfgoodwill.org>, "Carlos  
Serrano-Quan"  
<csquan@sfgoodwill.org>  
Subject 2008 BOT Partnership Fundraising/PR  
plan

Katie,

Here is the plan we worked out with the DA BOT staff last year; this was a handy coordination tool.

How about we try to update it as part of our meeting next week?

Look forward to seeing you.

R

Rachael Grossman

Chief of Organizational Advancement  
Goodwill Industries of San Francisco, San Mateo and Marin Counties  
1500 Mission Street  
San Francisco, CA 94103  
415/575-2132  
[rgrossman@sfgoodwill.org](mailto:rgrossman@sfgoodwill.org)  
[www.sfgoodwill.org](http://www.sfgoodwill.org)

We create solutions to poverty through the businesses we operate.  
(See attached file: BackOnTrack\_PR\_FundingPlan\_01 15 08.doc)

## Miller, Katherine (DAT)

---

**From:** Ronda Jackson/DA/SFGOV  
**Sent:** Wednesday, May 06, 2009 3:17 PM  
**To:** Katherine Miller  
**Subject:** Form for Dr. Owsley

Katy: Attached is the schedule C (second attachment) that Dr. Owsley needs to fill out to remove himself from the Schwab Foundation fund at SF Foundation. I think it best to wait until Marc has set up his new unrestricted fund with SF Foundation before we make any changes to this fund, but I just wanted you to have the form for your files. Best, Ronda

Ronda H. Jackson  
Supervisor, Reentry Unit  
San Francisco District Attorney's Office  
850 Bryant Street, Rm 322  
San Francisco, CA  
415-553-4919 (phone)  
415-553-9700 (fax)

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ronda.jackson@sfgov.org

----- Forwarded by Ronda Jackson/DA/SFGOV on 05/06/2009 03:17 PM -----

"Joshua Jones"  
<jxj@sff.org> To "Ronda Jackson" <Ronda.Jackson@sfgov.org>  
  
04/21/2009 09:52 AM cc  
  
Subject: RE: Forms

My apologies, Ronda.

Please find attached our Schedule C which Dr. Owsley should use to add/remove advisors to the Back on Track - Schwab Foundation (8173). The current advisors are Dr. Owsley, Allen Damon and Cherrie Mohrfeld.

Our current DAF agreement is attached as well.

Feel free to contact me with any questions.

Thanks,  
Joshua

Joshua David Jones I Philanthropic Services  
T H E S A N F R A N C I S C O F O U N D A T I O N  
225 Bush Street, Suite 500 I San Francisco, CA 94104  
ph. 415.733.8587 I fax 415.477.2783 I www.sff.org

-----Original Message-----

From: Ronda Jackson [<mailto:Ronda.Jackson@sfgov.org>]  
Sent: Monday, April 20, 2009 11:06 AM  
To: Joshua Jones  
Subject: Forms

Joshua: Can you please email me the Schedule C and a fund agreement forms  
per our conversation on Friday? Thanks, Ronda

[attachment "DAF Agreement CURRENT 121508.pdf" deleted by Ronda Jackson/DA/SFGOV]  
[attachment "DAF Schedule C.pdf" deleted by Ronda Jackson/DA/SFGOV]

**Miller, Katherine (DAT)**

---

**From:** Ronda Jackson/DA/SFGOV  
**Sent:** Wednesday, May 06, 2009 1:19 PM  
**To:** [REDACTED] csquan@sfgoodwill.org; JHernandez@sfgoodwill.org; Ranon Ross; Katherine Miller  
**Subject:** Goodwill BOT Database Check  
**Attachments:** 2005-2008\_BOT\_Participants\_v2(1).xls

All: Per my conversation with Carlos today, Sean and I will go over to Goodwill tomorrow morning and review their BOT database system to determine who on the attached spreadsheet listed as "withdrawal before completion" was actually terminated from the program after receiving some case management service or was found ineligible during the pre-DEJ phase. We will also look for notations that denote if the person entered a DOJ or not. Once we have gotten this information from the Goodwill BOT database we will cross check it with the SFPD database. Best, Ronda

*(See attached file: 2005-2008\_BOT\_Participants\_v2(1).xls)*

Ronda H. Jackson  
Supervisor, Reentry Unit  
San Francisco District Attorney's Office  
850 Bryant Street, Rm 322  
San Francisco, CA  
415-553-4919 (phone)  
415-553-9700 (fax)

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ronda.jackson@sfgov.org

**Miller, Katherine (DAT)**

---

**From:** Rachael Grossman  
**Sent:** Wednesday, May 06, 2009 1:09 PM  
**To:** Katherine Miller  
**Cc:** Erin Hirsch; Carlos Serrano-Quan  
**Subject:** 2008 BOT Partnership Fundraising/PR plan  
**Attachments:** BackOnTrack\_PR\_FundingPlan\_01 15 08.doc

Katie,

Here is the plan we worked out with the DA BOT staff last year; this was a handy coordination tool.

How about we try to update it as part of our meeting next week?

Look forward to seeing you.

R

Rachael Grossman  
Chief of Organizational Advancement  
Goodwill Industries of San Francisco, San Mateo and Marin Counties  
1500 Mission Street  
San Francisco, CA 94103  
415/575-2132  
[rgrossman@sfgoodwill.org](mailto:rgrossman@sfgoodwill.org)  
[www.sfgoodwill.org](http://www.sfgoodwill.org)

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## Miller, Katherine (DAT)

---

**From:** Ronda Jackson/DA/SFGOV  
**Sent:** Monday, May 04, 2009 3:05 PM  
**To:** Sheila Arcelona  
**Cc:** Eugene Clendinen; Katherine Miller  
**Subject:** Re: SF F check

Yes, that amount is to cover the Emergency Fund, Scholarship Fund, and Materials, Supplies, and Phone services for 2009 for the Graduate Services program.

Ronda H. Jackson  
Supervisor, Reentry Unit  
San Francisco District Attorney's Office  
850 Bryant Street, Rm 322  
San Francisco, CA  
415-553-4919 (phone)  
415-553-9700 (fax)

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ronda.jackson@sfgov.org

 Sheila Arcelona/DA/SFGOV

**Sheila  
Arcelona/DA/SFGOV**

05/04/2009 02:52 PM

To Ronda Jackson/DA/SFGOV@SFGOV, Katherine  
Miller/DA/SFGOV@SFGOV

cc Eugene Clendinen/DA/SFGOV@SFGOV

Subject SF F check

We have received a check from the SF Foundation for \$12,540. The letter says that it is for scholarships and emergency housing. Is this supposed to be added in to the grant for PNS? Please advise. Thanks.

Sheila Arcelona  
Finance & Administration  
San Francisco District Attorney's Office  
850 Bryant Street, Room 305  
San Francisco, CA 94103

Desk: (415) 734-3018  
Fax: (415) 553-9700

## Miller, Katherine (DAT)


---

**From:** Ronda Jackson/DA/SFGOV  
**Sent:** Monday, May 04, 2009 2:41 PM  
**To:** Jocelyn Gottlieb  
**Cc:** Katherine Miller  
**Subject:** Re: process for completing work for KP Phase 1

That sounds good. Can you get this information to us by May 15? Also, we need the final curriculum by May 22. Will those dates work for you all? Best, Ronda

Ronda H. Jackson  
Supervisor, Reentry Unit  
San Francisco District Attorney's Office  
850 Bryant Street, Rm 322  
San Francisco, CA  
415-553-4919 (phone)  
415-553-9700 (fax)

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ronda.jackson@sfgov.org

 "Jocelyn Gottlieb" <jgottlieb@jvs.org>

"Jocelyn Gottlieb"  
<jgottlieb@jvs.org>

To: "Ronda Jackson" <Ronda.Jackson@sfgov.org>

05/04/2009 11:53  
AM

cc

Subject: process for completing work for KP Phase 1

Hi Ronda,

It was good to speak with you this morning. Just to recap our conversation, some work remains to complete our KP grant objectives, particularly on the employer research side. The main missing components are as follows:

1. A clear understanding of hiring processes and the what types of criminal offenses may prevent hire
2. A list of job classifications with openings/growth that would be a good match for BOT

graduates

3. Information about career advancement opportunities that would be available to BOT participants in those positions (above) to develop retention supports to support this direction.

In order to fill in these pieces I will work with Elizabeth Toups from the Education Fund, and Paul Kumar from SEIU to identify the key contacts on the employer side to provide this information. We will either set up meetings/ conference call or have email dialogue with HR contacts at Kaiser and CHW on each of these points.

If there's something else that I missed, please let me know!

Thanks,

Jocelyn

Jocelyn Gottlieb

Director of Program Development

JVS

225 Bush Street, Suite 400, West Lobby

San Francisco, CA 94104

(415) 782-6277

<http://www.jvs.org>

**Miller, Katherine (DAT)**

---

**From:** Ronda Jackson/DA/SFGOV  
**Sent:** Monday, May 04, 2009 11:56 AM  
**To:** Katherine Miller  
**Cc:** Lenore Anderson  
**Subject:** Kaiser Healthcare Careers Pipeline Grant Update

Katy: Just wanted to bring you up to speed on completion of the Kaiser grant report due the end of this month. Below are the key components missing (see email for Jocelyn). She is working on getting the below information plus a final version of the curriculum (I have a good draft version that they sent us on Friday of last week) into to us by the week of May 18 so we can get the final report to the funder by 5/29. I am working on a draft of the final report. Best, Ronda

Ronda H. Jackson  
Supervisor, Reentry Unit  
San Francisco District Attorney's Office  
850 Bryant Street, Rm 322  
San Francisco, CA  
415-553-4919 (phone)  
415-553-9700 (fax)

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ronda.jackson@sfgov.org

----- Forwarded by Ronda Jackson/DA/SFGOV on 05/04/2009 11:54 AM -----

"Jocelyn Gottlieb"  
<jgottlieb@jvs.org> To: "Ronda Jackson" <Ronda.Jackson@sfgov.org>  
  
05/04/2009 11:53 AM cc  
  
Subject: process for completing work for KP Phase 1

Hi Ronda,

It was good to speak with you this morning. Just to recap our conversation, some work remains to complete our KP grant objectives, particularly on the employer research side. The main missing components are as follows:

1. A clear understanding of hiring processes and the what types of criminal offenses may prevent hire
2. A list of job classifications with openings/growth that would be a good match for BOT graduates
3. Information about career advancement opportunities that would be available to BOT participants in those positions (above) to develop retention supports to support this direction.

In order to fill in these pieces I will work with Elizabeth Toups from the Education Fund, and Paul Kumar from SEIU to identify the key contacts on the employer side to provide this information. We will either set up meetings/ conference call or have email dialogue with HR contacts at Kaiser and CHW on each of these points.

If there's something else that I missed, please let me know!

Thanks,

Jocelyn

Jocelyn Gottlieb

Director of Program Development

JVS

225 Bush Street, Suite 400, West Lobby

San Francisco, CA 94104

(415) 782-6277

<http://www.jvs.org>

**Miller, Katherine (DAT)**

---

**From:** Ronda Jackson/DA/SFGOV  
**Sent:** Monday, April 27, 2009 2:41 PM  
**To:** Katherine Miller  
**Subject:** Fw: BoT Focus Groups

FYL...See below. I let them use our fancy new digital recorder for the focus groups.

Ronda H. Jackson  
Supervisor, Reentry Unit  
San Francisco District Attorney's Office  
850 Bryant Street, Rm 322  
San Francisco, CA  
415-553-4919 (phone)  
415-553-9700 (fax)

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ronda.jackson@sfgov.org

----- Forwarded by Ronda Jackson/DA/SFGOV on 04/27/2009 02:43 PM -----

**Maricela Pina**  
<mpina@harderco.com>

04/27/2009 10:59 AM

To: Ronda Jackson <Ronda.Jackson@sfgov.org>, Jocelyn  
Gottlieb <jgottlieb@jvs.org>, Joanna Hernandez  
<JHernandez@sfgoodwill.org>, Carlos Serrano-Quan  
<csquan@sfgoodwill.org>

cc: Michelle Magee <mmagee@harderco.com>

Subject: BoT Focus Groups

Hi Everyone,

I hope you had a great weekend! Both focus groups on Friday went great. The attendance was not what we anticipated, but we were able to gather excellent information from the participants. We had 13 participants from both focus groups. The revised report will include the focus group findings. I will send out the report Friday, May 15<sup>th</sup> in preparation for our meeting Monday, May 18<sup>th</sup>.

Please let me know if you have any questions.

Regards,

Maricela

---

Maricela Piña, MPH

Research Associate

**Harder+Company Community Research**

299 Kansas Street

San Francisco, CA 94103

Tel: 415-522-5400

Fax: 415-522-5445

*[www.harderco.com](http://www.harderco.com)*



## Miller, Katherine (DAT)

---

**From:** Ronda Jackson/DA/SFGOV  
**Sent:** Wednesday, April 22, 2009 2:18 PM  
**To:** Katherine Miller  
**Subject:** Fw: Forms  
**Attachments:** DAF Agreement CURRENT 121508.pdf; DAF Schedule C.pdf

Attached is the form for Dr. Owsley. Still have to talk to Marc. I'll let you know once I've cleared it with him.

Ronda H. Jackson  
Supervisor, Reentry Unit  
San Francisco District Attorney's Office  
850 Bryant Street, Rm 322  
San Francisco, CA  
415-553-4919 (phone)  
415-553-9700 (fax)

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ronda.jackson@sfgov.org

----- Forwarded by Ronda Jackson/DA/SFGOV on 04/22/2009 02:20 PM -----

"Joshua Jones"  
<jxj@sff.org> To:"Ronda Jackson" <Ronda.Jackson@sfgov.org>  
  
04/21/2009 09:52 AM cc  
  
SubjectRE: Forms

My apologies, Ronda.

Please find attached our Schedule C which Dr. Owsley should use to add/remove advisors to the Back on Track - Schwab Foundation (8173). The current advisors are Dr. Owsley, Allen Damon and Cherrie Mohrfeld.

Our current DAF agreement is attached as well.

Feel free to contact me with any questions.

Thanks,  
Joshua

Joshua David Jones I Philanthropic Services  
THE SAN FRANCISCO FOUNDATION

225 Bush Street, Suite 500 I San Francisco, CA 94104  
ph. 415.733.8587 I fax 415.477.2783 I [www.sff.org](http://www.sff.org)

-----Original Message-----

From: Ronda Jackson [<mailto:Ronda.Jackson@sfgov.org>]

Sent: Monday, April 20, 2009 11:06 AM

To: Joshua Jones

Subject: Forms

Joshua: Can you please email me the Schedule C and a fund agreement forms  
per our conversation on Friday? Thanks, Ronda

*(See attached file: DAF Agreement CURRENT 121508.pdf)(See attached file: DAF Schedule C.pdf)*

## Miller, Katherine (DAT)

---

**From:** Carlos Serrano-Quan  
**Sent:** Tuesday, April 21, 2009 4:52 PM  
**To:** Katherine Miller  
**Subject:** Yes

Katy,

Yes, the primary purpose is to discuss with Erin the rules of engagement with funders.

-----Original Message-----

From: Katherine Miller [mailto:katherine.miller@sfgov.org]  
Sent: Tuesday, April 21, 2009 4:47 PM  
To: Carlos Serrano-Quan  
Subject: Re: Meeting with Erin?

Hi Carlos,

I would very much like to meet Erin but would like more clarity on the purpose of the meeting.

At Lenore's direction I called Cedric (who I thought was still your supervisor) to set a time for me, Ronda and Lenore to meet with you and Cedric so we can discuss what happened and establish parameters for working with funders. In my conversation with Cedric he informed me that Erin is your new supervisor. Is the proposed meeting with Erin to address this issue, or is it more of a general introductory conversation? If it is unrelated, do you know whether there is a plan to set a meeting between Goodwill and our office to discuss this issue? It is important to us to close the loop on this.

Thanks,  
Katy

Katherine Weinstein Miller  
San Francisco District Attorney's Office  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
P: (415) 553-1110  
F: (415) 553-9700

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If  
you have received this communication in error, please notify us immediately by e-mail and delete the original message.

"Carlos

Serrano-Quan"

To <csquan@sfgoodwill.org> "Katherine Miller" <katherine.miller@sfgov.org>  
04/21/2009 04:41 PM  
Subject Meeting with Erin?

Hi Katy,

Erin has requested for us to meet, I wanted to make a formal introduction for you and her, perhaps sometime next week. I am leaving for D.C. on Friday and returning on Wed from the Spring Learning Event/Advocacy Day.

Let me know if you have time Wed-Fri of next week to try to schedule perhaps a lunch?

Also, please accept my apologies regarding Marc. I totally understand that we all should be super aware/sensitive around funders and am sorry if I caused any problems with the D.A.'s office. As a matter of fact, I thought I was trying to help. If you feel comfortable in talking to me about please don't hesitate to call me.

Carlos Serrano-Quan  
Director of Criminal Justice & Community Reentry Goodwill Industries of San Francisco, San Mateo and Marin Counties  
1663 Mission Street  
San Francisco, CA 94103  
(415) 575-2105  
<http://www.sfgoodwill.org>

We create solutions to poverty through the businesses we operate.

## Miller, Katherine (DAT)

---

**From:** Katherine Miller  
**Sent:** Friday, April 17, 2009 2:47 PM  
**To:** Lesley Moore; Katherine Miller  
**Cc:** csquan; Ranon Ross; Jeff-FSAC Schoenfeld  
**Subject:** Re: BoT RFP narrative draft

Hi Lesley,

Thanks for the information. I did look over the MOU and there are a couple of things that need to be updated so that it's current:

1. Section V, GW Responsibilities: we should replace "Mayor's Office of Criminal Justice" with "Mayor's Office of Community Investment or other relevant City department"
2. Section V, FSA Responsibilities: is it correct that FSA is providing group work or Aggressive Replacement Therapy twice weekly? And is it "Aggressive" or "Aggression"?

To the larger group: at some point we will need to update the MOU to reflect the Graduate Services Program component, but at this point I think it's fine to submit this version with the above corrections.

I am working off-site this afternoon and can be reached at this email address.

Thanks,  
Katy

---

**From:** Lesley Moore <lmoore@fsasf.org>  
**To:** Katherine Miller <katherine.miller@sfgov.org>  
**Cc:** csquan <csquan@sfgoodwill.org>; Ranon Ross <Ranon.Ross@sfgov.org>; Jeff-FSAC Schoenfeld <jschoenfeld@fsasf.org>  
**Sent:** Friday, April 17, 2009 1:57:11 PM  
**Subject:** Re: BoT RFP narrative draft

Hi Katy,  
Thanks for the update! Please let me know if there is anything I can do.

To clarify with ALL re: MOU. Carlos has reviewed it and confirmed that it is good to go as is; he does not have changes. Can you guys also review it? Then, if there are no changes, may we submit this exact one again, as it is the one in force. That is my understanding of what the DA's office directed us to do last year. Not to update it, but to submit a copy of the one that is in force. If you want it resigned, with or without changes, let me know and I will type it up (we have hard copy only). But just want to confirm before typing it, that that is what we want.

Katy and Ranon - Did you receive the copy of the MOU by fax? I sent it to the number listed on Katy's card. Ranon, is there a different fax number I should use for you? Please let me know and I will resend.

Thanks!!

Lesley

Lesley Moore, MBA, MSW  
Associate Director of Fund Development

Family Service Agency of San Francisco  
1010 Gough St  
San Francisco, CA 94109  
Phone 415-474-7310  
Fax 415-371-0972  
Cell 415-505-2669

----- Original Message -----

From: "Katherine Miller" <[katherine.miller@sfgov.org](mailto:katherine.miller@sfgov.org)>  
To: "Lesley Moore" <[lmoores@fsasf.org](mailto:lmoores@fsasf.org)>  
Cc: "csquan" <[csquan@sfgoodwill.org](mailto:csquan@sfgoodwill.org)>, "Ranon Ross" <[Ranon.Ross@sfgov.org](mailto:Ranon.Ross@sfgov.org)>  
Sent: Friday, April 17, 2009 11:10:59 AM GMT -08:00 US/Canada Pacific  
Subject: Re: BoT RFP narrative draft

Thanks Leslie.

Other information: I have prepared draft letters of support for to the Chief Adult PO, Sheriff and Steve Falk (Chamber of Commerce) and we are in the midst of working to get letters from them. Ranon is working to get the letter from New American Media (our graduate services partner). I have also drafted a letter for the DA to sign and gave it to her for review and signature.

On the MOU - my understanding is that Carlos is going to take a first shot at updating it and provide it to us for feedback, but I have not seen it yet.

Katherine Weinstein Miller  
San Francisco District Attorney's Office  
850 Bryant Street, Room 322  
San Francisco, CA 94103  
P: (415) 553-1110  
F: (415) 553-9700

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Lesley Moore  
<[lmoores@fsasf.org](mailto:lmoores@fsasf.org)>  
>  
To  
csquan <[csquan@sfgoodwill.org](mailto:csquan@sfgoodwill.org)>, Ranon Ross <[Ranon.Ross@sfgov.org](mailto:Ranon.Ross@sfgov.org)>, Katherine Miller <[katherine.miller@sfgov.org](mailto:katherine.miller@sfgov.org)>  
04/16/2009 08:56 PM  
cc  
Subject  
BoT RFP narrative draft

Hi,

Here is the draft of the Back on Track narrative. Please use track changes to make any edits. I will integrate your separate comments into a new version.

Please review and get back to me by Tuesday, April 21. Could you let me know if that is not possible?

The length is shorter than last year. Page lengths are noted for each section.

Once I get your feedback, I will do a revised version on Wed, April 22 for Bob. I will send that copy to you guys again too.

Thanks!!

Lesley

Lesley Moore, MBA, MSW  
Associate Director of Fund Development  
Family Service Agency of San Francisco  
1010 Gough St.  
San Francisco, CA 94109  
Phone 415-474-7310  
Fax 415-371-0972  
Cell 415-505-2669  
(See attached file: DCYF joint viol prev narrative draft 041509.doc)

## Miller, Katherine (DAT)

---

**From:** Joanna Hernandez  
**Sent:** Friday, April 17, 2009 9:43 AM  
**To:** Aisha Bilal; Albert Felipe; chris.hite@sfgov.org; Chris Reyes; Camille Dawkins; Dalila Ahumada; Damion Grimes; Carolina Guzman; Casuga, Suzanne M; Ginale Garcia; Garcia-Acosta, Ricardo; [REDACTED]; Steve Good; Georgina Medina; Garry Bieringer; George Johnson; [REDACTED]; Isabel Perez; Jeff Schoenfeld; John Torres; Jami Tillotson; [REDACTED]; Jacquelyn Wiley; Jessica Flintoft; Jose Cartagena; Katherine Miller; Lenore Anderson; Lonnie Holmes; Lauren Bell; Lateefah Simon; Larry.Wallace@sfgov.org; Maricela Pina; msu@dcyf.org; Marlene Sanchez; margaret.Walsh@sfgov.org; [REDACTED]; Campillo, Marisol; MANNY@TIGERCLAW.COM; [REDACTED]; Orlando Antonio TORRIENTE; Roberto Vargas; [REDACTED]; [REDACTED]; quintecia young; Rosalinda De La Rosa; Ranon Ross; Ronda Jackson; Roban San Miguel; Ruth Barajas; Tracy Brown; Tanya Red; Troy Henry; Thomas Dooher; tinisch.hollins@sfgov.org; Tyrone Payne; [REDACTED]; [REDACTED]; William Siffermann; [REDACTED]; Erica Derryck; egarcia@ifrsf.org; [REDACTED]; Sharon Owsley; [REDACTED]; Sharon Woo; Sarah Gold; Sheila.Arcelona@sfgov.org; Shinzato, Noriko; sandy@envisionschools.org  
**Subject:** Job opening at Goodwill- Job Title: Criminal Justice Specialist

**(PLEASE POST)**

**For more information please visit [WWW.SFGOODWILL.ORG](http://WWW.SFGOODWILL.ORG)**

**Job Title:** Criminal Justice Specialist  
**Position Type:** Regular  
**Location:** San Francisco, San Mateo and Marin Counties  
**Division:** Career Services  
**Department:** Career Services  
**Req #:** sfgw-00000896

**Description:**  
**SUMMARY**

Back on Track is a unique, public/private systems change initiative focused on young people, (ages 18-30), who are at risk of incarceration following arrest and felony charges for low-level narcotics sales. Back on Track utilizes a deferred entry of judgment model in which the participant initially pleads guilty, but the plea is not entered. Upon successful completion of the year-long program, the participant withdraws their guilty plea and the District Attorney's Office drops the charges.

We are currently looking for a Criminal Justice Specialist to join the Back on Track team. The Criminal Justice Specialist is responsible for providing case management, employment counseling and intervention services to clients and employees; writing evaluation and progress reports; and making appropriate referrals for external services as needed. Under the general supervision of the Criminal Justice and Re-entry Initiatives Manager, the Criminal Justice Specialist:

- ' Conducts screening and intake interviews with potential Goodwill program participants.
- ' Coordinates intakes and assessments with referring agents.
- ' Develops vocational plans with participants and other members of the rehabilitation



team.

' Writes evaluation and progress reports documenting participant progress, and maintains appropriate documentation in vocational case files in accordance with CARF standards and funding source requirements.

' Provides case management and on/off-site job retention services.

' Provides counseling and crisis intervention services to program participants.

' Make appropriate referrals for additional services as needed.

' Conducts staffing and case conferences with participants and internal and external team members.

' Administers, scores, and interprets appropriate standardized vocational assessment instruments.

' Participates in and leads applicable inter-agency meetings, when appropriate.

' Serves as a resource to other Goodwill staff members regarding clients' special needs.

' Performs other duties as assigned.

## **Requirements:**

### **QUALIFICATIONS**

Applicants must have a BA degree and preferably a Masters degree in psychology, sociology, career counseling, vocational or adult education, or a closely related field of study. Applicants with extensive related work experience in lieu of degree may be considered. Applicants should have at least two years of experience in case management, career counseling, assessment, vocational evaluation and similar vocational development activities. Professional experience providing career advising and case management to persons who have disabilities and/or other barriers to employment such as poverty, welfare dependence, limited English ability, ex-offender status, age, and homelessness is highly desired. Applicants must have good communication skills and familiarity with basic computer operations. Different programs will require a specific language as part of the job qualification.

### **PHYSICAL DEMANDS AND WORK CONDITIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

' The work is sedentary.

' While performing the duties of this job, the employee frequently sits, uses the telephone and personal computer with a VDT screen for extended periods of time.

' Work is performed in a typical office setting, but will include activity in the Agency's retail store and production areas. The office noise level is usually low. The retail store and production area noise level is moderate.

' Occasional lifting and carrying such articles as files or items weighing up to approximately 15 pounds.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified.

## ***Joanna Hernandez***

Back on Track ~ Criminal Justice Manager

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We create solutions to poverty through the businesses we operate.

**Miller, Katherine (DAT)**

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**From:** Lesley Moore  
**Sent:** Thursday, April 16, 2009 8:53 PM  
**To:** csquan; Ranon Ross; katherine  
**Subject:** BoT RFP narrative draft  
**Attachments:** DCYF joint viol prev narrative draft 041509.doc

Hi,

Here is the draft of the Back on Track narrative. Please use track changes to make any edits. I will integrate your separate comments into a new version.

Please review and get back to me by Tuesday, April 21. Could you let me know if that is not possible?

The length is shorter than last year. Page lengths are noted for each section.

Once I get your feedback, I will do a revised version on Wed, April 22 for Bob. I will send that copy to you guys again too.

Thanks!!

Lesley

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